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Minutes

NEIGHBORHOOD ARTS PROGRAM COMMITTEE ... February 17, 1983 - 10AM

Art Commission Office, 45 Hyde Street.

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Present: Chairman Piero Petri, Commissioners Paterson and LaRocca,
Staff: Joan Ellison Wong, Alfonso Maciel, Anne Marie Theilen

Agenda: Neighborhood Arts Program Consortium

Presentation of a document prepared for the City Attorney was done by Maciel. It explains the present working of the Neighborhood Arts Program Consortium. Commissioner Petri asked who ultimately would be responsible for the programming content at the cultural centers. Ellison Wong responded that the Art Commission would be held responsible for the programming content.
The importance to negociate an agreement with the NAP Consortium that would reflect, a) the donation system, b) the division of responsibility in programming, c) the facilities - was another series of concern expressed by members of the committee.

Commissioner Paterson asked why the City insisted on having the building open only by the staff. Maciel replied that the matter was a liability issue; and that having the facility open by the staff of the organization made programming available six days instead of five days during the week.

Comments were made on the resolution, "... the Neighborhood Arts Program Consortium responsible for policy regarding programming at the centers, and the San Francisco Art Commission responsible for developing policy regarding the use of the facilities" the wording being seen as unclear and needing clarification.

Regarding the format of the transition, Ellison Wong explained how she has requested Anne Marie Theilen to be present at meetings so that the Neighborhood Arts Program transfer of staff could be implemented to start June 1 instead of July 1; and that Alfonso Maciel had agreed to work the month of June and the month of July part-time to make the staff transition as smooth as possible. All the Commissioners agreed that this format of transition would be helpful.

A new concept for the Neighborhood Arts Program Consortium was introduced by Theilen. This concept would reintroduce the "South of Market Cultural Center" in the NAP Consortium. It was suggested by Maciel that a change from "the Friends of Support Services for the Arts" to "the South of Market Cultural Center" would clarify the programming issue since it would leave- as suggested by the staff- the Support Service under the sponsorship of the Neighborhood Arts Program.
Maciel also explained how the prospectus for funding the four cultural centers would be a better package for the consideration of prospective Funders.

Chairman Petri asked if "The Friends of the Support Services for the Arts" could decide on this issue before the round table meeting of February 24. He felt that developing the NAP and the NAP Consortium is important, and that this should be addressed in first place on the calendar of reports at round table meeting.
Ellison Wong said that she would see to revising the calendar. Maciel, being asked if members of the NAP Consortium Board could be asked to come to the next round table meeting, expressed the hope that a committee could be called to assess the new Neighborhood Arts Consortium format.

There being no further business, meeting adjourned at 11:30 AM

(Minutes of NAP Committee meeting were taken by Anne Marie Theilen)

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SF Arts Commission

Neighborhood Arts Program

[Minutes]

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NEIGHBORHOOD ARTS PROGRAM COMMITTEE April 18, 1984

PRESENT: Commissioners: Duncan, Nemerovski
Staff: Anne-Marie Theilen, Bernice Bing, Oscar Maciel, Zemma Meacham, Fe Bongolan
Guests: Oddie Palmer (President,AREPO), Heinz Ludke (President, FSSA)

FACILITIES REPORT

Anne-Marie reported on the successful opening of the Western Addition Cultural Center of April 7th, which included the premier of a new play at the Buriel Clay Theater and an opening reception for painter Kemit Amenophis at the Sargent Johnson Gallery. The parking lot has been cleared, and the building is open for public use.

The Mission Cultural Center staff, Architect Richard Broder, and the City Inspector will be neeting with Anne-Marie at the Mission CC on renovation plans and use of the facility during renovation.

Staff reported on safety hazards at the lot adjacent to the South of Market Cultural Center. This office is following through with correspondence to the Greyhound Corp., owners of the property.

COMMITTEE UPDATE

Commissioner Duncan asked that there be clarification on the title of this Committee. He made a recommendation that the Committee be referred to as the NAP Committee, and that Cultural Facilities can be a special meeting or subcommittee of this Committee.

CULTURAL FACILITIES AGREEMENTS

Additional input from City Attorney Judy Teichman on the agreements between the Arts Commission and the non-profit boards of the Cultural Centers necessitated a change in the format of the agreements to be re-drafted as memorandums of understanding between the two parties. New drafts were distributed to staff and board presidents present. These new drafts are to go to each respective board for review and finalization before the next Committee mtg., 5/16.

Anne-Marie distributed the NAP report that detailed the needs for the memorandum of understanding expressed by Judy Teichman. These are as follows: 1) A Policy Manual; 2) A Personnel Policy; 3) A schedule of donations and fees; 4) Guidelines for services; 5) Copy of liaibility insurance contracts.

Heinz Ludke, President of FSSA, presented a letter to NAP Committee members, NAP Director, and copies to Claire Isaacs, which included questions on the guidelines of transfer and distribution of funds, and a list of staff to be transferred to the non-profit boards.

Anne-Marie distributed a list of NAP staff to be transferred to each non-profit board's payroll.

FUNDING

With the assistance of Jackie Nemerovski, contact has been made with the Hewlett-Packard Foundation who will fund the program up to $25,000 for administrative and programming support in the performing arts. Anne and Fe scheduled a series of information coordination meetings for the preparation of these proposals.

The Zellerbach Family Fund awarded $4,500 to each Cultural Center for the Program Directors salary and $2,000 for the salary of the NAC Fiscal Manager. The proosals to ARCO will be completed before the end of the month.

fnb

April 26, 1984

ADDENDUM TO: Cultural Facilities Committee Report

We propose a resolution to accept the gift of $50,000 from the Friends of the Arts for the salaries and programming support of the Neighborhood Arts Program.

COMMISSIONERS:	Aye	No
Duncan, Timothy		
Nemerovski, Jackie		
Paterson, William		
LaRocca, Robert		
Taliaferro, Ray		

fnb

SF Arts Commission

Neighborhood Arts Program

[Minutes]

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NEIGHBORHOOD ARTS PROGRAM COMMITTEE

June 20, 1984

Present: Commissioner William Paterson
Staff: Anne-Marie Theilen, Fe Bongolan
CC Staff: Bernice Bing, Oscar Maciel, Zemma Meacham

1) NAP BUDGET 1984-85

Anne-Marie Theilen reported on the projected budget for the NAP for next fiscal year. The main source of income for next year will be from the Ad Valorem and Hotel Tax funds. These funds will cover the maintenance of the cultural facilities, salaries of 3 NAP administrative positions (NAP Director; Assistant; CCC Program Coordinator). NAP is asking FOA to fundraise $23,000 for neighborhood projects and regranting funds to underserved communities and community groups not served by NAP over the last four years. This FY monies allocated for Neighborhood Projects were used to pay expenses of the four CC's. The budget will need to be presented to the next NAP committee. BVOH Program Director raised concerns about the discretionary allocation for past year budget for the Bayview Opera House.

2) NAP COMMITTEE NEETINGS 84-85

If no commissioners from the NAP Committee object, NAP Committee meetings could remain the same -- third Wednesday of each month, 9 a.m., 45 Hyde Street Conference Room. NAP staff will be taking a phone poll of the NAP Committee to get input on the scheduling of meetings.

3) ROUND TABLE MEETING - NAP

The month of September has been set aside for the scheduling of a special Round Table meeting of the Arts Commission, pending approval from a phone poll, to meet on the future programming of the Neighborhoods Arts Program for FY 84-85.

4) OTHER BUSINESS

Bernice Bing asked that an introduction of the new Program Director of the South of Market Cultural Center be placed on the agenda of the July 9th Arts Commission meeting.

5) ATTACHMENTS TO AGREEMENTS

The NAP office still requires attachments requested (personnel policies, programming guidelines, donations; fees guidelines; programming plan for 1984-85).

Oscar stated that it has been difficult to develop a programming plan due to the renovation.

Anne-Marie suggested that a meetings between Arts Commissioner La Rocca (in place of Dmitri Vedensky, who is leaving on vacation during this time), Dick Broder, MCC staff, and Director and herself take place soon. NAP office will coordinate and schedule this meeting.

The deadline for the submission of attachments is set for Monday, July 2, 1984.

6) CULTURAL CENTERS FACILITIES REPORT

WACC: The bid for Phase II renovation of the Western Adddition Cultural Center has been approved. Work will begin in October

SOMAR: The proposed expenditure for structural rehabilitation of $563,000 was modified and approved by the Bureau of Architecture. The reconstruction will begin in March.

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Neighborhood Arts Program

THE ARTS COMMISSION OF SAN FRANCISCO

NAP COMMITTEE - AUGUST 15, 1984

Commissioners: Timothy Duncan

Staff: Arts Commission Director Claire Isaacs, Anne-Marie Theilen, Julie Cheung, Fe Bongolan

Cultural Center Representatives: Zemma Meacham, Oscar Maciel, James Kjorvestad, Lenny Mc Bride (ill)

1. NAP BUDGET 84-85

Anne-Marie Theilen distributed copes of the NAP Budget for 84-85. Question were raised on the line-item for equipment purchase ($3,996). This money will be spent on purchasing equipment for the Bayview Opera House, to be completely expended by December 1984.

Cultural Center Directors also raised questions about the money from the FOA Allocations Committee designated for the NAP and the Cultural Centers. James Kjorvestad asked why the money allocated to NAP ($5,000) was not in this budget, since it did occur this new F.Y. This change was noted by the staff.

Zemma Meacham requested that the money she expended for BOH involvement in the Arts Festival be reimbursed to her as soon as possible. $600 of this money went to an all-day satellite festival; $410 went to a Youth Arts Tour.

2. NAP PROGRAM PLAN 84-85

Anne-Marie introduced the general outline for NAP's Program Plan of 1984-85. This program would include:

a) Facilities Maintenance & Renovation

b) Technical Assistance to Arts Organizations and Artists

c) Neighborhood Projects

d) Assist SLP in the Artist live/Work issue

e) Survey of Children's Programs in Neighborhoods for Resource Information

a) Facilities maintenance/renovation -- Beginning this year, meetings with Dick Broder and contractor have facilitated program relocation within the Cultural Centers and WACC's Phase II renovation will begin September 1. MCC's Phase II renovation will begin October 1st as planned, and SOMAR's Phase I in the spring, 1985.

A system of numbered invoices is being used now for repairs of the CC's through DPW. This system has been more effective than in recent years in terms of response to repair requests.

b) Technical assistance to arts organizations and artists -- Due to popular demand, we will be re-issuing new editions of "How to Manipulate the Media" and "Basic Grants Writing", both are NAP publications.

As part of its daily office routine, the NAP provides referrals available to artists in funding, arts facilities, and arts programs throughout the City. We plan to continue this service to the community this year.

c) Neighborhood Projects -- Four "Neighborhood Rhythms" projects are planned in under-served ares of the City. These festivals will include performances by prominent San Francisco groups and individuals, as well as draw upon the talents of individuals from the respective neighborhoods.

It was suggested that these neighborhood festivals be planned with a presentation at next year's Arts Festival. Director Isaacs and Commissioner Duncan asked about planning activities in the Tenderloin.

Fe said facilities could be a problem, but perhaps we could pursue the YMCA as a possible programming space.

Commissioner Duncan also suggested Glide Church and Hospitality House as other possible venues for programming.

e) Survey of Children's Programs -- Commissioner Duncan reported this has been done to some extent by SLP. James Kjorvestad suggested that a special article in 'California Living' could cover this resource guide.

3. FACILITIES UPDATE

Renovation on the WACC and MCC are to begin again. MCC's Phase II is on-schedule and alternative spaces are being looked at for the Mission's programs. Mision Grafica, its print-and-design component, has special space needs, and Anne-Marie presented a list of alternative spaces for it and other MCC programs. Since the Facility Manager position will be laid off in October, money for that position can be used to offset any space rental costs.

4. MEMORANDUM OF UNDERSTANDING

Anne-Marie commented that additonal materials for the MOU's, requested by the City Attorney, are due to NAP by September 1st. Additionally, decisions on monitoring these MOU's need to be made.

Commissioner Duncan suggested that an outline be prepared on what MOU issues need monitoring.

5. NEW BUSINESS -- NAP Committee

Because of the nature and variety of business of the NAP Committee's agenda, it was recommended that all Directors and Coordinators of NAP-affiliated programs attend this meeting.

A new format for monthly reporting was developed for all the CC's that includes a facilities maintenance/repair report, monthly activities, and attendance, and user statistics. These forms are to be submitted monthly at the NAP Committee meeting.

/c

THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

CULTURAL CENTER _____ MONTH _____ 19____

PROGRAM ACTIVITY: (Please fill out completely)*

ACTIVITY (name and type of event)	DATE(S)	AUDIENCE #**

* Please attach 5 copies of program brochures, flyers, and other promotional materials used for these classes and events.

** Please attach completed statistical forms from the preceeding month.

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THE ARTS COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

CULTURAL CENTER _____ MONTH _____ 19___

FACILITIES REPORT - DEPARTMENT OF PUBLIC WORKS

REPAIRS NEEDED	LOCATION IN BUILDING	DATE CALLED OR REQUESTED

REPAIRS COMPLETED	LOCATION IN BUILDING	DATE COMPLETED

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THE ARTS COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

PROGRAM PLAN FY 1984-85

I. CULTURAL CENTERS RENOVATION AND MAINTENANCE.

A. NAP Director facilitates completion of Master Plan renovation on the Mission, Western Addition and South of Market Cultural Centers throughout 1984-85. This responsibility includes:

1) Liaison with City-contracted architect and City Inspector in overseeing renovation process.
2) Liaison with Department of City Planning to further completion of renovation phases.
3) Liaison with Cultural Center staff to coordinate programming space during renovation.

B. NAP staff facilitates repair and maintenance of the four Cultural Centers through the following:

1) Updating of requests for building repair.
2) Liaison with Department of Public Works to complete repairs on cultural facilities.

II. TECHNICAL ASSISTANCE TO ARTS ORGANIZATIONS AND ARTISTS.

A. Development, publication and distribution of inexpensive resource materials for artists and arts organizations. These will include:

1) "How to Manipulate the Media" a resource guide on inexpensive and innovative methods to promote arts and community events.
2) "Basic Grants Writing" a layman's guide introducing the fundamental aspects of writing successful fundraising proposals - for artists and emerging arts groups.

B. Act as general resource and information office on:

1) arts funding sources
2) community-accessible arts facilities
3) specific arts classes, programs, workshops city-wide
4) referrals for direct arts support

III. NEIGHBORHOOD PROJECTS

A. Planning, coordination and production of community arts programs in underserved areas of SF. The areas targeted are:

1) Visitation Valley/Excelsior district
2) Lake Merced/Parkside/Twin Peaks
3) Ingleside/Bernal Heights/Glen Park
4) North Beach/Chinatown

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The projects planned are:

1) "Neighborhood Rhythms" - four day-long community arts festivals utilizing the talents of San Francisco and local community performing artists.

(funds for this project are being applied to through the Inter-Arts and Expansion Arts Programs of the National Endowment for the Arts)

2) Neighborhood visual arts projects - coordination of four arts projects planned in conjunction with the "Neighborhood Rhythms" concert series.

(funding for this project through Ad Valorem. Request to FoA for supplementary budget)

B. Planning, coordination and curating showcase of San Francisco's California Arts Council Artists-in-Residence. Locations to be announced. (See attached list for artists)

(funds for this project are being applied to through the California Arts Council)

IV. ASSIST STATE/LOCAL PARTNERSHIP IN ARTIST LIVE/WORK ISSUE. (See attached report)

V. SURVEY OF CHILDREN'S PROGRAMS IN NEIGHBORHOODS FOR RESOURCE PUBLICATION.

THE ARTS COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

NEIGHBORHOOD ARTS PROGRAM PLAN - BUDGET

Development, publication, and distribution of inexpensive resource materials for emerging artists and arts organization, which will include:

1) "How to Manipulate the Media" -- a resource guide on inexpensive and innovative methods to promote arts and community events.

2) "Basic Grants Writing" -- a layman's guide introcuding the fundamental aspects of successful fundraising proposals for artists and emerging arts groups.

3) "Sources and Resources for the Visual Artist" -- guide/resource manual for the emerging visual artist - an aid to "breaking in" to the visual arts field.

Consultancy, Printing, Postage, Layout (1,000 copies)	1)	$700	
	2)	600	
	3)	550	
			$1,850

Planning, coordination, and production of community arts programs in underserved areas of San Francisco. Targeted areas: Visitation Valley/Excelsior; Tenderloin; Ingleside/Bernal Heights/Glen Park; and, North Beach/Chinatown.

1) "Neighborhood Rhythms" -- 4 day-long community arts festivals, utilizing the talents of San Francisco and local community performing artists.

2) Neighborhood Visual Arts Projects -- coordination of 4 arts projects, planned in conjunction with "Neighborhood Rhythms" concert series.

Coordinator, Performing Arts ($6,500) } Coordinator, Visual Arts ($3,500) }	$10,000	
Performers Honoraria ($1,500 per project x 4)	6,000	
Equipment/Supplies ($1,000 per project x 4)	4,000	
Publicity	650	
		$20,650

Survey of children's projects in neighborhoods as resource publication

Consultancy, Printing, Postage, Layout	$1,500	
		$1,500

TOTAL PROJECT BUDGET $24,000

OME

Ad Valorem	$2,000
Hotel Tax	$2,000
	$4,000

JEST FROM CONSOLIDATED FUNDRAISING $20,000

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

NAP COMMITTEE MEETING - OCTOBER 17, 1984 [Minutes]

COMMISSIONERS PRESENT: Robert LaRocca, Jacqueline Nemerovski
CULTURAL CENTER STAFF: Zemma Meacham, James Kjorvestad, Oscar Maciel, Lenny McBride
STAFF: Claire Isaacs, Anne-Marie Theilen, Julie Cheung
CHAIR: Robert LaRocca

PROGRAM DIRECTORS' REPORT: (See Director's report) a verbal report from Oscar Maciel explained that he had no staff available to do reports. A position has been posted and interviews were in process, but the salary was too low. On programming, Oscar explained that the dance and visual arts programs were housed at 362 Capp Street, and that the center was negotiating for a space to be rented at 454 Shotwell for graphics and film/media classes. Oscar mentioned that the Arts Commission would not be expected to pay for the total costs. Discussion took place on the facilities manager's salary to be used for rental costs and on the fact that the Arts Commission needed to be part of the negotiation when public monies are to be used. Oscar requested to hold a sale of furniture (file cabinets, desks, etc.) The inventory is either public property or owned by the Center. Claire replied that the city requested that all city properties are to be returned to the warehouse for disposal. Her recommendation was to either store at Pier 70 or make it available to other centers anything that could be used in the future (furniture, equipment).

FACILITIES MAINTENANCE: A list of maintenance needs developed for FY 84-85 by Cultural Center staff was distributed. There were comments on the presence of rats and water from the east side of the building at the Bayview Opera House. Another request dealt with a continuing prblem with the water fountain.

FUNDING REPORT: A long discussion took place on cash flow problems for the Cultural Centers from October, November and December. There were comments made about the lack of understanding on the allocation process, spplication, and Friends of the Arts not sharing enough information on the fundraising efforts now in progress. Claire mentioned that after a meeting with John Kreidler, she would make the recommendation that the Neighborhood Arts Consortium continue to coordinate their application to the San Francisco Foundation. Claire also reported that fundraising events funding had not been distributed because it was unclear at this time of how much was raised. Claire also spoke of the Gallery wanting to apply for funding and how to best work as a clearinghouse. Everyone present was questioning these issues, and it was a consensus that a special meeting was needed to reaffirm priorities and focus on how to best deal with a shortfall. It was said over and over by the Program Directors that it was important for them to be informed on the fundraising planning process, so that they would know when and where they would seek funding independently.

PRAISES AND THANKS: From Arts Commission staff to Ernie Rivera for the installation of sound equipment at the Tot Lot event in Chinatown &from Julie Cheung for the almost-free stage installation for the Hop Jok Fair.

ROUND TABLE MEETING: After reading the proposed agenda, comments were made as to the intent of the meeting, the audience attending, and the hope that it would be a positive and informative meeting.

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Dianne Feinstein
MAYOR

Claire N. Isaacs
DIRECTOR

ROUNDTABLE MEETING ON THE NEIGHBORHOOD ARTS PROGRAM

MINUTES
23 October 1984
San Francisco Ballet
455 Franklin Street
San Francisco, California
3:20 p.m.

Commissioners

Roselyne C. Swig
President

Dmitri Vedensky, Jr.
Vice President

Vernon Alley
Timothy Duncan
William Gaylord
Jo Hanson
Robert LaRocca
Jacqueline Nemerovski
William Paterson
Piero Patri
Peter Rodriguez
Ray Taliaferro

Ex Officio Members:

Presidents of the
Fine Arts Museums
Library Commission
Planning Commission
Recreation and Park
Commission

COMMISSIONERS PRESENT:
Roselyne C. Swig, President
Dmitri Vedensky, Vice President
William Gaylord
Jo Hanson
Robert LaRocca
Jacqueline Nemerovski
Ray Taliaferro

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OTHERS PRESENT:
Claire Isaacs, Director
Michael Bell
Anne Marie Theilen
Fe Bongolan
Jill Manton
John McCarron
Mary Killion
Kathryn Reasoner
Meg Madden
James Kvorjestad
Oscar Maciel
Zemma Meacham
James McDuffie
Ron Gallegos
Peter Gallegos
Diane David
Kathy Brew
Kris Getz
Tracy Schafer
Richard Reineccius
Tony Schaefer
Michelle Schaeffer
Indra Mungal
Susan Cervantes
Dierdra Carrigan
Sam Rafaat
Patricia Kidd

In the absence of the Neighborhood Arts Program Committee Chair, Timothy Duncan, Commissioner Ray Taliaferro called the meeting to order and introduced all Commissioners present. He requested others present to introduce themselves. After introductions, Commissioner Taliaferro requested Director Claire Isaacs to make an opening statement.

The Director stated her pleasure at being associated with the Neighborhood Arts Program, a nationally renowned program that has been the model for being accessible to underserved populations and neighborhoods. The past year, she continued, has brought about an important transition; the Neighborhood Cultural Centers' Boards are funding their staffs, which are no longer on City payrolls. She affirmed that the Commission is taking deep and continued interest, and through the Friends of the Arts and the consolidated funding program have committed to support this program.

The Director of the Neighborhood Arts Program, Anne Marie Theilen reported on the three transitional stages that have effected the cultural centers: 1) the Cultural Centers' staff are now employed by the non-profit Boards; 2) the Memorandum of Understanding between the cultural centers and the Arts Commission, that determines the roles and responsibilities of these partnerships and, 3) the renovation program development. Ms. Theilen then directed the meeting's attention to the organizational charts displayed, that reflected the relationship between the public and non-profit sectors and she briefly described how the funds are generated and allocated. She gave the history of the acquisition of properties that were converted into cultural centers, and for the leases and renovation projects of other neighborhood community and cultural facilities and their equipment.

Special Projects

Ms. Bongolan, Assistant to the Director of the Neighborhood Arts Program, presented slides of the program's special projects. The 1984 Arts Festival had five NAP octogons that housed art of participating artists from each cultural center that included students' work demonstrations and a California Arts Council artists-in-residence showcase that was exhibit in the Polk and Larkin Halls. Ms. Bongolan reported that the main intent of showcasing the CAC artist-in-residence work was to inform the public and give exposure to these artist

New Programs

Ms. Bongolan stated that new programs will be a continuation of the past seventeen years to enhance the cultural centers' activities and to work to further define programs. The main concerns, she continued, are the consolidation of municipal administration of the Cultural Centers and assisting implementation of the Memorandum of Understanding with the Cultural Centers' non-profit Boards and to centralize direct services to the community, especially to the emerging artists and artist groups. Increased demand for NAP publications has impelled the program to begin to update, reprint and distribute the following pamphlets: 1) How To Manipulate Media; 2) Basic Grants Writing; 3) Sources and Resources.

The Arts Festival exhibit was limited in so far as exposure for the artist-in residence, and artist feedback has created the following suggestions: 1) more showcase time, exhibit time, and publicity at the festival; 2) a special exhibit at the Arts Commission Gallery; 3) a resource map of CAC classes to be distributed city wide.

Another special project in the planning is a children's map of alternative cultural programs for after school activity to be distributed through the schools and especially targeted for "latch-key children." A similar format will also be used for the CAC artists, advertising classes with schedules, times and locations. In conclusion, Ms. Bongolan requested arts organizations represented to lend their cooperation and assistance in the development of these resource maps.

Discussion

Commissioner Taliaferro presented a brief report on the history of the cultural centers' lease agreements and defined their sources of funding. He explained that with the inception of national revenue sharing, San Francisco was allocated funding and that it had been proposed that one million per year for five years was to be taken out of revenue sharing for the development of Davies Symphony Hall. Community groups then were concerned that none of this money would go to the neighborhoods. Arts groups protested and a compromise resulted in which five million would go to Davies and two and a half million would go to the communities to develop community cultural centers. As a result, the Arts Commissi received $500,000 per year over a five-year period. In four of the neighborhoods it became evident that purchase of the facilities was necessary and this brought about the purchase of the Western ADdition Cultural Center, Mission Cultural Center, the South of Market Cultural Center and the Bayview Opera House. The Bayview Opera House which was the first in the City to be taken under the wing of the Department of Planning,

was declared a historical building and received renovation funds from the U.S. Dept. of Interior. To complete the transfer of property to the Arts Commission, the remaining $162,000 from the renovation funds were used for the purchase of this property. The pre-paid lease program, explained Commissioner Taliaferro, was created to facilitate using city funds for non-city owned property and ten facilities have been impacted by the initial two-and-half million dollars. Some of these included: Hospitality House, The Chinese Cultural Center, Precita Center, Intersection, Potrero Hill Neighborhood House and 326 Capp/Mission Center. Mr. Bruce Davis inquired what results when a lease is terminated. Commissioner Taliaferro responded that the Arts Commission responsibility is terminated and the facility is cognizant, and in agreement with the arrangement.

Commissioner Nemerovski inquired if within existing resources and guidelines, will other direct cultural services be available to other neighborhoods. Ms. Bongolan responded that researching the constituency is now underway for the Visitacion Valley., Tenderloin, Chinatown and North Beach, and Ingleside/Oceanview Areas. Commissioner Nemerovski also inquired if NAP is aware of the art resource book that State/Local is working on. Ms. Theilen responded affirmatively and stated that NAP is willing to work with the State/Local. Commissioner Nemerovski invited Meg Madden, Chair of the State/Local Advisory Board to report on that topic.

Ms. Madden stated that she recently met with area superintendent, Tom Sammon of the San Francisco Unified School District to discuss publication of an arts program resource pamphlet for teachers as a guide to be used for arts education. Ms. Theilen, again explained and described to the meeting of the need for publication of definite and set after school cultural activities for children. She reiterated her request for support and assistance in the publication of a children's resource map. In response to Commissioner Hanson's inquiry, Ms. Theilen said that she and the staff scruitnize resources for children by consulting with the Department of Parks and Recreation regarding their resources, and consulting the constiuency they currently; reliable statistics have been gathered from the Neighborhood Cultural Centers of how and whom are served. Commission President Swig interjected that United Way is another source for reliable statistical information. Mr. Ron Gallegos volunteered information and possible contacts for the NAP staff to investigate for resource information regarding the publication of this children's resource map. Commissioner Gaylord inquired if the visitors and Convention bureau have the existing mural resource map. Ms. Theilen replied affirmatively and voiced her concern that sufficient funds remain for the continued printing of this resource map. Commissioner Hanson inquired if possibly the Visitors and Convention Bureau could contribute towards printing expenses. Mr. Kjorvestad replied that Publicity and Advertising Fund from the Hotel Tax Office provide funding and that funding was available for a reprint.

Mission Cultural Center

In response to Commissioner Taliaferro's inquiry, Director, Oscar Maciel reported that the Mission Cultural Center has been closed since September 30th and that eighteen classes have been transferred to 362 Capp Street, and that to date the general office and graphic services have not been relocated. Regarding the renovation program at the Mission Cultural Center, Anne Marie Theilen and Oscar Maciel reported that special problems exist due to the intense work to be done at the Center and that more funds will be needed to complete the restoration of the second-flloor space and the elevator.

South of Market Cultural Center

Mr. Jim Kvorjestad, Director of the South of Market Cultural Center reported to the meeting that SOMAR is open and the Gallery and theatre are booked through February, 1985. He stated that it's his hope the Center will not be closed when renovation begins in May, 1985. President Swig inquired if after Phase I of the renovation, would the gallery and theatre accommodate larger groups. Commissioner Vedensky and Director Isaacs responded no; Phase I is concerned with only structural renovation (roof and foundation.).

Western Additon Cultural Center

Commissioner Taliaferro inquired as to what remains to be renovated after Phase II of the renovation is complete. Ms. Theilen reported that funding will be needed for the remaining 25% which is a new third-fllor dance floor, workshop space and music rooms. Mr. McDuffie, President of the Western Additon Cultural Center voiced his concerns on behalf of dance organizations in the building. Ten to fifteen thousand dollars was quoted as the price of this new dance floor.

Discussion

Commissioner Taliaferro stated that people must be informed of the importance of the cultural centers in order to maintain public support. The Neighborhood Arts Program was borne out of political controversy and pressure, and sustaining these programs is accomplished by keeping the public informed on how these facilities enhance and enrich their lives in San Francisco neighborhoods. Mr. Reineccius inquired about the long-range plans for more cultural centers. President Swig replied that when the existing facilities are completed there may be the opportunity to expand programs. Recently, she announced, at an informal meeting with the Hotel Tax Fund office, there was discussion on the possibility for NAP expansion of programs and that this office is interested in a possible out-reach program to the underserved communities.

President Swig continued, say that, perhaps networking services, as there was prior to Proposition 13, may be better than acquiring more real estate. Kathryn Reasoner interjected that the Arts Commisson's recent involvement with other City Departments on the Fire Code Booklet and the artists live/work issues, is bringing awareness to others, of the special programs' facilities of the cultural centers. Mr. Gallegos replying to the President's statements said that the Cultural Centers do serve people from other neighborhoods and his feeling was that focus should be on the completion of the renovation and stated he has considerations about cultural art centers' role in after school childrens' programs. Director Isaacs responded that consideration must be given to the needs of the artists, adults and children. If artists have no live/work space, San Francisco will lose them; if the children are not served, the future is jeoprodized. The long-range goal of renovation is currently the priority and the future is for innovative and creative programming. In the meantime, she continued, the NAP, which is not administering the buildings, per se, is free to develop programs in other parts of the City, and to raise public consciousness. Ms. Isaacs stated her hope is that existing facilities be used as models and training centers for those in other neighborhoods and communities. Commissioner Nemerovski suggested that perhaps on a long-range basis, the Cultural Centers could investigate generating money by charging for their services on those other programs with other neighborhoods.

President Swig reported to the meeting that the Arts Commission is on the brink of something very special as far as precedent-setting for our community and other communities in the nation. The live-work issue and securing all city departments cooperation in discussing changes for code policies for the artists are important. If the downtown plan is successful in raising the consciousness of the developers, as far as arts exhibit spaces, this too will be a remarakable achievement to the Arts Commission credit. The NAP, she continued, could do a job as far as networking, and they would receive a great deal of interest from the City in hte public and private sectors, if they really reached out to other neighborhoods. She stated that one thing she would like to see happen is for all successful cultural planning of activities, NAP and the Cultural Centers could create and generate revenue and that, in turn, the arts community would not be so pressed to make money. Commissioner Hanson agreed and stated she considers finding budget for public relations and using City Hall for showcasing neighborhood arts exhibitions, two priorities. A lengthy discussion ensued on the developers and city codes and permits and the necessity to eliminate the red-tape to facilitate new buildings with spaces for art.

Returning to the subject of the Neighborhood Cultural Centers, Commissioner Gaylord inquired how the public learns of the activities at the Cultural Centers. Ms. Theilen responded that informational packets are available at City Hall and the Visitors and Convention Bureau. President Swig suggested to augment these ways of advertising, perhaps the public utilities companies could include a brochure in their billing invoice envelopes, to new customers. Some of the public utility administrators are on the Business Committee for the Arts, she continued, and they can be consulted regarding this idea.

Susan Cervantes, Director of Precita Eyes Muralists, asked for suggestions of how money is raised to maintain and provide programs and, she inquired if there was some way her program could tie-in to one of the Neighborhood Cultural Centers. Commissioner Taliaferro responded that originally this could be done; but now neighborhood leaders and fund-raising groups and non-profit boards work together, collectively, to raise funds for programming and staff.

In conclusion, Commissioner Taliaferro suggested that another meeting be planned for the Cultural Centers' Directors, Board Members and the Friends of the Arts groups to further discuss needs and to clarify ways and means for the Cultural Centers to assist other art groups. He thanked all for attending and stated that his desire was that someday the City would look on the Cultural Centers as they do some of the Department of Recreation and Parks facilities that are non-revenue producing, i.e., swimming pools, tennis courts, and parks. The Cultural Centers, he stated, "are a very integral part of our overall quality of live and development and existance in this community; this is what makes San Francisco so very special."

Commissioner Nemerovski acknowledged the staff for the afternoon's presentation.

Adjournment 5:00 p.m.

Respectfully submitted:

Claire N. Isaacs
Director of Cultural Affairs

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

NEIGHBORHOOD ARTS PROGRAM COMMITTEE MEETING - January 16, 1985

COMMISSIONERS PRESENT: Duncán, Nemerovsky, LaRocca
ARTS COMMISSION STAFF: Isaacs, Bongolan, Cheung
CULTURAL CENTER STAFF: Meacham, Kjorvestad, McBride Absent: Maciel (ill)

FACILITIES UPDATE: Fe Bongolan reported on the status of the Western Addition Cultural Center's renovation, which is 90% completed, with work almost finished on the third floor. Contact was made with the Bureau of Energy Conservation who recommended through a case study various means to save on lighting and heating costs. Since work will be done by DPW to restore heating and ventilation system, BEC will be working on installing energy-efficient lighting in the building in spring of 1986.

The Mission Cultural Center drawings are still waiting their approval for a building permit. Drawings have been brought to the Fire Department for their review and appraisal.

The South of Market drawings are almost complete. A meeting has been scheduled for the 24th of January between Director James Kjorvestad, Dick Broder and NAP staff to discuss the finished drawings and update staff on the plans.

BUILDING MANAGER: Director Isaacs explained the mechanics and coordination required in getting building managers for the maintenance of the cultural centers in the city budget. Cultural center Directors have been working with Ms. Isaacs to develop the job description of this position. Support from the cultural centers community non-profit boards may be needed in the near future to get these positions through and into the budget for next year.

MOU REVIEW: After review of the attachments to the MOU, City Attorney Judy Teichman found them to be well thought out, individual to the specific needs of the cultural centers, The next phase of the review process can now proceed with the review meetings between the Arts Commission and the non-profit boards over the memorandum. Commissioner Duncan, Claire, Fe/ Anne-Marie will be attending these meetings scheduled as follows:

FSSA	January 30	6pm
FMCC	February 4	6:30pm
FWACC	February 13	6pm
AREPO	February 11	6pm

James Kjorvestad raised a question as to why the meetings could not take place all at once. Director Isaacs clarified that these meetings are specified to the particular needs of each cultural center, which may vary from site to site, and issues raised would be far less confused if dealt with on an individual basis. Commissioner Duncan requested that a specific agenda be drafted for Commission and non-profit board review. Fe suggested that this could be done in memo form, and that the premise of these meetings was to clarify and affirm the partnership relationship entrusting these non-profit boards with the programming of the cultural facilities. Lenny McBride suggested that it would also be a good time for both parties to make addendums, additions or changes to the MOU.

HOTEL TAX FUND APPLICATION - NAP: Fe presented the outline draft of the budget for the NAP's Hotel Tax Fund grant (85-86). The following allocations were discussed:

1) Cultural Center allocation $34,792.
This amount would cover phone costs (including leasing and services), murals insurance, truck maintenance, alarm/security systems - all fixed costs that need to be administered by the Arts Commission for the cultural centers.

2) Chinatown Neighborhood Arts Program - $21,597.
This amount covers the salary and benefits costs for a permanent full-time civil service position at the Chinese Cultural Center to provide community arts programming. A discretionary account of $2,000. has been included in this figure for publicity and documentation, materials and supplies.

3) Underserved Communities - $22,500.
This amount covers the costs of four half-time salaries for arts coordinators to work in the Visitation Valley and Tenderloin area, to develop arts classes and events. Included also are costs for technical equipment/assistance, graphics and publicity, materials and supplies, and production costs.

4) San Francisco County Jail Re-Entry Project - $10,000. A portion of this amount covers costs for the coordination and production of a play produced and performed by ex-offenders. Workshops and production will be coordinated by Shabaka. The remaining portion will cover the costs for mounting and displaying a group exhibit of works by ex-offenders that will travel to local universities (SFSU, SFAI, USF, UCSF). This exhibition will be curated by Enrique Chagoya.

A question was raised about the budget coordination between the NAC and NAP for this application by James Kjorvestad. Director Isaacs clarified that this budget process has been well in place for a number of years, and that the special projects have been planned for a number of months, with centers' staff being given the input that these plans were in effect. A concern was raised about the attention to special projects in other areas by Lenny McBride, who felt that input from the Program Directors should have been asked for to make this project more cost-effective. Commissioner Nemerovsky stated that since this still is in the planning and development stage with the submission of a budget to HTF, that the coordination can be dealt with at a later date.

A request was made for a recommendation to approve the NAP Hotel Tax Application. Recommendation was made to approve the NAP application to HTF by Commissioner Nemerovsky.

This recommendation was seconded by Commissioner Duncan, and approved by the Committee members present.

meeting adjourned 1:15pm

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Neighborhood Arts Program

MINUTES OF THE NAP COMMITTEE MEETING - April 17, 1985

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COMMISSIONERS PRESENT: Commissioner La Rocca
ARTS COMMISSION STAFF: Theilen, Isaacs, Cheung
CULTURAL CENTER STAFF: James Kjorvestad, Zemma Meacham

MOU: NAP Director Theilen reported on the latest developments on the MOU review procedure--the Mission Cultural Center has received a second draft, which has been reviewed by the City Attorney. Due to the relocation of MCC's programs, the Mission Cultural Center's MOU requires a different type of contract structure. Arts Commission Director Isaacs underscored the importance of these MOU's with the Program Directors present, citing the Wilkes-Bashford/Parking Authority case as the crux of the concern by the Board of Supervisors on the management of city-owned facilities.

FACILITIES: A meeting between Arts Commission Director, NAP Director, Commissioner Dmitri Vedensky, and the MCC staff and board representatives has been scheduled to discuss and clarify concerns and issues on MCC programs during renovation, and on the renovation itself. Bidding amounts for the reconstruction of the MCC have far exceeded the total amount encumbered by the city for this project.

A concern was raised by SOMAR DirectorJames Kjorvestad about the possibility of running out of future capital improvement funds to renovate SOMAR, in light of the new developments about MCC's renovation. Isaacs reassured him that the funds for each project are kept separate. Theilen went on to say that the code work on the MCC will remain the chief priority, and that the preceeding plans and changes suggested by MCC staff should be deferred until a subsequent phase.

A new development concerning Arts Commission facilities on Turk and Fillmore streets was discussed. The Power Station, built by the Fire Department is currently under the Arts Commission's jurisdiction. Proposals for use of the building have been sent by a Black cultural organization and and Asian design services organization. The Police Department wants to use the land to build a Northern and Park station. Director Isaacs felt it was in the Arts Commission's interest to keep the property for community use. Commission La Rocca suggested getting a letter of recommendation from the Landmark' Board of the City Planning Department, and an informal assessment of the building's structure by the City Building Inspector.

FUNDING: Theilen reminded the Program Directors that a fiscal plan for the next fiscal year is needed from the cultural centers to be given to the NAP Committee. The Committee will need to know how the cultural centers plan to get support in order to better understand and eventually help coordinate fundraising efforts with the Arts Commission Finance Committee. Isaacs invited the Program Directors to attend the next meeting of the Finance/Allocations Committee meeting, Wednesday, May 1st at 4pm.

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Neighborhood Arts Program

NAP COMMITTEE MINUTES - JANUARY 16, 1986

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COMMISSIONERS PRESENT: Duncan, LaRocca
ARTS COMMISSION STAFF: Theilen, Bongolan, Isaacs
CULTURAL CENTER STAFF: Byrd

FACILITIES

Renovation - the final coat of paint for the doors in the Western Addition Cultural Center is still pending. This will complete the renovation for the building.

The renovation for the Mission Cultural Center is proceeding on schedule. Once code work is completed, the first priority project to be done will be the stage platform and platforms for seating on the first floor (theater area), and leveling of the floors on the 2nd and 3rd floor areas. The second priority is carpeting of the seating platform and the building lobby area. The third priority is to install seating in the theater area. If no additional costs are needed to be spent on basic code work for the building, the chances for contingency funding for this renovation to complete all three priorities are good.

Space to re-locate programs of the South of Market Cultural Center/Support Services continues to be in question. A request to the Fire Department was made late and other city agencies may need to be consulted for space use. Commissioner LaRocca suggested that the pier along the Embarcadero could be a possibility, and that the Ports Commission should be contacted. The warehouse spaces there could probably accomodate what the Support Services need in terms of office space and truck parking.

Maintenance - the present status of the maintenance budget can handle small repair jobs for the cultural centers - minor carpentry, repairs in leaks in plumbing pipes, etc., however, a larger percentage of the repairs for the cultural centers are involving the use of capital improvement funds - because these repairs are actually replacing entire building systems (e.g. removing asbestos lining from the plumbing at WACC, re-locating the dark-room on SOMAR's first floor, the painting of the south wall on the Mission Cultural Center, and west wall at WACC). Staff anticipates running out of regular maintenance funds before the end of the calendar year.

PROGRAMMING REPORTS

WACC - Charles Byrd reported on the present activities at WACC, including the upcoming month-long activities for Black History Month in February.

Commission Duncan asked about the present status of the Advisory Committee for WACC. Anne reported that there are now guidelines for election of board members. A question was raised as to who would vote for these board members, and there is some pressure by Supervisors Ward and Kennedy to have the election soon, and to represent that specific neighborhood.

Commissioner Duncan recommended that the Commission should send a letter to the Advisory group, requesting that the write to the NAP Committee to ask for the Commission's recognition as the advisory group for the WACC, and that the Commission and they would agree upon a date (30-90 days) to coordinate and complete an election of board members for the Center.

SPECIAL PROJECTS

Written progress reports from the Visitation Valley, Tenderloin, and County Jail programs who have been funded by the NAP Hotel Tax Fund grant for this fiscal year were submitted for the Commissioners review. The Visitation Valley project is now underway, while efforts to reach the Southeast Asian community by the Tenderloin Arts Project is being coordinated. Commissioner Duncan expressed an interest in attending the exhibition of artworks by County Jail inmates when it begin touring, and Commissioner LaRocca was interested in the Tenderloin Arts Festival that will occur in the spring at Boeddecker Park.

NAP - HOTEL TAX FUND APPLICATION

The budget for next year's Hotel Tax Fund application was presented for Committee review. (See attached). The line item for contracted costs for maintenance and other facility needs for the cultural centers has increased by $5,000. due to the added costs of installing a new security system for the Mission Cultural Center once it is re-opened, and increased costs for the elevator maintenance of the WACC passenger elevator. Costs have also increased for truck maintenance (Support Services) and sewer maintenance for all buildings, as well as insurance for murals. Total allocation:$30,297.

Copies of the budget will be sent to all Program Directors of the Cultural Centers. Commissioner Duncan recommended that the budget be presented to the Finance Committee on the 27th of January for their approval.

The grant amounts for the Visitation Valley, Tenderloin, and Sheriff's Department will remain the same as for this fiscal year. A request has been added for the Potrero Hill children and adults visual arts program for a CAC Artist-in-Residence match and supplies. Chinatown NAP will be increased by $6,000 to cover the costs of a permanent Civil Service mandated salary increase, and money for supplies and exhibition costs.

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THE ARTS
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Neighborhood Arts Program

MINUTES OF THE NAP COMMITTEE MEETING 7/17/86

COMMISSIONERS PRESENT: Paterson, Eichelbaum, Rockrise
ARTS COMMISSION STAFF: Theilen, Bongolan
CULTURAL CENTER STAFF: Byrd, Kjorvestad, Maciel, McKenzie

FACILITIES MAINTENANCE: Bongolan reported on the maintenance procedures for the cultural centers, including the allocation of funds, delegation of duties for repairs, and the differentiation between maintenance funds for building repair, done through the Department of Public Works Bureau of Building Repair, the budget for capital improvement, and renovation funds.

Commissioner Rockrise requested information on the maintenance procedures, how the work gets prioritized, how funds get allocated for certain jobs, and how the Arts Commission compares what has been done on their list of repairs for the year with DPW's list. He recommended that the Program Directors provide the lists to the Arts Commission to initiate this process, and asked staff if that has been done. Staff stated that this process is already in place. Com. Rockrise asked for further information on how these lists compared to DPW's tasks. Staff will make this information available.

FACILITIES RENOVATION: Theilen reported on the contract which was developed for Dick Broder to develop a re-entry plan for the Mission Cultural Center. Copies of the contract were distributed for review.

A further delay in the opening of the site may be caused by the necessity to replace the 4" sprinkler main for the building with a 6" one. Com. Rockrise asked who made that recommendation, Theilen replied the Fire Department. Rockrise recommended that a letter from the architect go out to the Fire Department to clarify the situation. Theilen replied that the letter is being sent, and the architect has clarified that the installation of the 4" main was approved in the previous renovation phase by the Fire Department. Com. Rockrise expressed concern about this correspondence being successful with the Fire Department, and asked if additional support from the Arts Commission will be needed. Theilen answered that it wasn't necessary yet.

The contractor repaired a leak in the gas line, which is over and above the contractor's responsibility, at an estimated $5,000. There is presently $8,000 in contingency. This money should also be used for carpeting, and flooring, which are the second and third priorities. The sprinkler main is first priority.

Maciel raised a question about the contractor's restoration of the flooring back to match existing floors. Com. Rockrise asked if this was in the base bid. Maciel answered yes. Rockrise added that he went over with Broder about the flooring, and it is estimated that $60,000 extra would be needed for the new floor, base boards only. Maciel stated that the contract specifications showed the flooring would match existing flooring. Com. Rockrise requested Theilen to get further information from Broder as to whether or not this flooring job is base or extra.

Theilen raised the issue about getting funding for supplementary costs. There is some money available from the cultural center purchase appropriation. At the completion of WACC's renovation, $14,000 that was remaining was transferred to Mission. In FY 81/82 $35,000 which was designated for repair of SOMAR's roof

remained unused to this date because money is available to replace the entire roof during Phase I renovation at the center. SOMAR Director J. Kjorvestad expressed concern that this information wasn't shared earlier. Theilen stated that it was, and also that the Arts Commission was keeping this amount there for extra for renovation. Commissioner Rockrise asked that staff provide regular status reports on renovation funds and activity. Theilen stated that this was already being done and will continue to proceed with the reports on renovation to staff.

Maciel reported that with the growing interest of performing artists to donate appearances for the special opening events for the Mission Cultural Center, particularly Joan Baez and Carlos Santana, the media needs to know when the building will be opened up, and when staff can move in. Maciel expressed his concern that when he attended the Finance Committee meeting, he heard from Broder that if the electrical system is not replaced that no piece of equipment could be plugged in. He asked if this was true. Com. Rockrise stated that he asked Broder to separate the needs listing, with the list to show the electrical needs if there was a graphics studio only, while the printing gets "jobbed out" to other contractors. Therefore, staff could wait to move in the printing aspect of Mission Grafica until Phase III funds are available to complete renovation and allow for the elctrical needs of the print shop machinery.

Maciel expressed his concern that the Mission Grafica is the only silkscreen service in the city, and if they do not continue their printing, city-wide needs are not met. He also stated that Mission Grafica is raising enough funds to sustain itself and can contribute up to 25% of its own income to sustain other programs of the center.

Com. Rockrise requested that Broder get the layout of the system which supports the graphics area. He also stated that if there is no money for this electrical work that the center could still be open, and that was the main concern of the Arts Commission, also that the installation of the printing shop could wait until the allocation for Phase III comes through and work is completed.

Maciel suggested the installation of a 200 amp system at the Osage Alley side of the bui.ding specifically for Mission Grafica, which would suit their needs, be a separate service on a different meter, Com. Rockrise suggested that this proposal be brought to Broder for feasibility. Theilen agreed and would talk to Broder about it.

Com. Eichelbaum raised a concern about the move of the graphics studio into the 4th floor, which is unfinished, and not accessible to by the freight elevator. Maciel clarified that all of Mission Grafica's equipment can go through regular-sized doors. He re-iterated his concern about the cost-effectiveness of keeping Mission Grafica at another site, paying $1600 per month in rent. He again asked for the new date of opening for public information.

GUIDELINES FOR USE OF PUBLIC FACILITIES: Theilen distributed copies of guidelines for use of the neighborhood cultural centers to Commissioners and staff. The guidelines need to be updated, and Commissioner Paterson saw the need for the document to state the role of the Neighborhood Arts COnsortium and the non-profit boards.

CULTURAL CENTER FISCAL REPORTS - LOAN REQUESTS: Com. Paterson referred to the report made by the Consortium on July 9th. J. Kjorvestad, also secretary to the Consortium, presented a revised copy of the request dated 7/16/86, in response to the Commission's request through NAP to receive fiscal information. Com. Rockrise saw the need for written reports to be presented to Commissioners one week in advance of the meeting. Com. Paterson clarified that the Centers were asking for grants/loans during the interim period before Hotel Tax money is made available to the ce-ters. Commissioner Rockrise suggested that the pro-

cedure for getting information to the Commissioners before their discussion t Committee meetings should be reviewed and improved. He suggested that the materials be made available to Commissioners 3 days in advance. Theilen expressed concern about this method, because of staff shortages in some centers. Com. Rockrise suggested that the materials could be mailed directly to the Commissioners. Theilen stated that the information should go to NAP Committee members and the NAP office.

Commissioner Eichelbaum reviewed the 7/16/86 loan request and asked if this was for all the centers. Kjorvestad clarified that memo reflected the needs of the centers, and that this loan request is to assist in adjusting the cash flow situation at the centers during this lull period in Hotel Tax funding, to be paid back when Hotel Tax Funds come in.

Com. Paterson stated that this needed to go to the Finance Committee, but cannot be reviewed today. He asked for the additional information requested prior to the meeting - income and dispursement, and justification as to the shortfall per center. Kjorvestad responded that if it cannot be reviewed today, there will be no need to ask the NAP Committee at all. If it comes in September, the shortfall could be covered soon afterward. Com. Rockrise asked if this meant the cultural centers should request this assistance sooner. Maciel responded that the budgets vary from center to center, and that one of the wrenches in the mechanism for funding was that the SF Foundation money is due to come in eight weeks, and in the meantime, cash flow would be tight. Theilen added that the SF Foundation money only addresses the needs of two of the cultural centers. Kjorvestad responded that this wasn't known at the time of the application, when all four were applied for through the Consortium.

The discussion continued about the presentation of this item to the Finance Committee. It was recommended that the fiscal information from all four centers is needed in order to have an appropriate recommendation from the Finance Committee. Commissioner Rockrise stated a motion:

> MOTION: That the cultural centers forward their loan requests to the Finance Committee of the Arts Commission, with the back-up materials requested by the NAP (Second - Eichelbaum) MOTION PASSED.

Maciel raised an issue also dealing with the Finance Committee regarding the $6,000 given by the Arts Commission to the Mission Cultural Center for re-entry. He requested to make a petition to the Arts Commission to use these funds for operations, instead of using the funds for re-entry costs such as painting or light construction. Maciel added that he could get a letter of donation from Giampolini Bros. Co. for $5,000 in paint and painting supplies.

Theilen stated that the item of the $5,000 from the Arts Commission to the MCC still needs to be reviewed by the Finance Committee. Com. Paterson asked where the money is now. Maciel stated that it is in a bank account.

Com. Paterson moved to adjourn. 2nd. Passed. Meeting adjourned 5:20pm.

SEE ATTACHED - GUIDELINES FOR NAP COMMITTEE MEETINGS)

GUIDELINES FOR NAP COMMITTEE MEETINGS (As discussed in 7.17.86 meeting).

1. A copy of the program reports developed by the Program Directors or other staff from the cultural centers should be mailed to the NAP Committee commissioners 5 days before the NAP Committee meeting.

2. Specific agenda items that are your concerns need to be presented as specific issues inwriting and mailed to the Commissioners and NAP office 5 days before the meeting.
   If there is no written fact sheet on the issues that you wish to have discussed at the NAP Committee meeting, this will delay the Commissioners discussion of your item.

NAP COMMITTEE MEMBERS

Com. William Paterson, Chair

Com. Robert LaRocca

Com. Peter Rodriguez

Com. Stanley Eichelbaum

Com. George Rockrise

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THE ARTS
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Neighborhood Arts Program

MINUTES - NAP COMMITTEE (Special Meeting 7/28/86)

COMMISSIONERS PRESENT: Paterson, LaRocca, Rockrise, Eichelbaum
ARTS COMMISSION STAFF: Theilen, Bongolan, LaRocca
CULTURAL CENTER STAFF: Kjorvestad, Byrd

AGENDA: I. RECOMMENDATION ON ARTS COMMISSION LOAN TO CULTURAL CENTERS
II. RECOMMENDATION ON NAP APPLICATION TO SF FOUNDATION FOR WESTERN ADDITION CULTURAL CENTER AND BAYVIEW OPERA HOUSE.

I. RECOMMENDATION ON ARTS COMMISSION LOAN TO CULTURAL CENTERS
Commissioner Paterson reported on the status of the requested information coming in from the cultural centers prior to this meeting, which included income, expenses and justification as to the shortfall and the necessity of a loan. James Kjorvestad of SOMAR distributed copies of his materisls, which showed the cash flow for the quarter the requested loan would cover, and also distributed copies of the operations budget for SOMAR/SSA.

Kjorvestad stated the need for his center is because of the shortage of cash funding for the first quarter of the new fiscal year, until October when Hotel Tax Funds become available. He stated that support service revenue assists in easing some of the month to month expenses. Questions were raised about the truck costs. It was clarified that the costs for truck maintenance were administered through the city.

Commissioner Paterson stated that there would only be three requests for loans, instead of four, because Mission Cultural Center has no loan request for this meeting and withdrew its request of the 7/17 meeting to change the use of the $5,000 from re-entry to administration.

The remaining reports were distributed. In summary, the total amounts needed by the cultural centers were: SOMAR/SSA - $22,500; Bayview Opera House - $5,000; Western Addition Cultural Center $5,500. The cultural centers requested a loan of $15,000 to offset the total need of $33,000. Remaining funds would be sought through the Arts Loan Fund, and an advance through the Hotel Tax Fund.

Commissioner Rockrise recommended that the budgets for all four centers be consolidated into one format. There was a discussion as to the Commission's policy on the cultural center fundraising as a group (through the Consortium), and the need to develop other policies for fiscal management.

After review of fiscal reports from the cultural centers, the motion was stated: That the NAP Committee recommends that the Arts Commission loan $15,000 to be divided evenly between the three centers requesting: South of Market, Western Addition CC, and Bayview Opera House. Second: LaRocca. Motion passed.

II. NAP APPLICATION TO SF FOUNDATION FOR TECHNICAL ASSISTANCE TO BOARDS OF W.A.C.C. AND BAYVIEW OPERA HOUSE.
Theilen presented copies of the NAP grant application request which will go to the Finance Committee for review. The request is to apply for $5,000 in technical assistance through the SF Foundation for WACC and Bayview boards. A brief discussion occurred over the consultant proposed (Gordon Braithwaite). The motion was stated: That the NAP Committee approves the grant application request by NAP to SF Foundation for technical assistance to WACC and Bayview. Second: Eichelbaum. Motion passed.
MEETING ADJOURNED: 2:55pm

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Neighborhood Arts Program

NAP COMMITTEE MEETING - August 21, 1986

COMMISSIONERS PRESENT: Paterson, Eichelbaum, LaRocca, Rodriguez, Rockrise
ARTS COMMISSION STAFF: Theilen, Bongolan, Cheung
CULTURAL CENTER STAFF: Maciel, Byrd, McKenzie

PROGRAMMING REPORT - CHINATOWN NAP: Chinatown NAP Coordinator Julie Cheung reported on the upcoming exhibition of 27 artists showing both traditional and contemporary works. A reception for the exhibit will take place 9/12/86 4:30-6:30pm at the Chinese Culture Center.

Julie also announced the awarding of a CAC Artist-in-Residence grant to Stephen Wong, to conduct classes in silkscreen at the center. His project will begin in October.

FACILITIES - Renovation: Theilen reported on the difficulty in the installation of the fire sprinklering system at the South of Market Cultural Center. A letter from Dick Broder clarifying the situation resolved the problem.

A visit by Commissioner Rockrise for orientation on the buildings and their renovation was very helpful. Theilen also reported on the funding to date remaining for Phase I of the South of Market Cultural Center. Of the $563,300 allocated for Phase I, $39,403 remains. The $379,559 spent was for additional contingency costs, inspection, administration, testing and designing. Walls are needed to be built after Phase I is completed. A plan from the FSSA on the walls to partition the area will be needed.

Commissioner Rockrise asked if the SOMAR Program Director, working with the architect, could have a plan ready for the next meeting of the NAP Committee. Theilen responded that there is presently a Master Plan with a cost estimate. Com. Rockrise felt this was sufficient for a reference to use for any plan that would be devised.

Theilen reported on the current status of the Mission Cultural Center. There is a delay caused by the problem of having the gas meter re-installed. Apparently, PGand E is having difficulty locating it. PG and E has agreed, however,to install the meter. Another delay has occurred because of the gas leaks in the building. Theilen reported that with the repair of the two leaking lines and second inspection of the building, that the Commission is hoping for an opening of the building in two weeks.

Maciel requested a copy of the letter sent by Broder (8/15/86) to PG and E about the gas meter. It was asked whether there is any hot water in the building. Maciel stated there is a 30-gallon hot water heater installed in the building by staff. Theilen clarified that there was a water heater in the building. Commissioner Rockrise requested that an estimate be done on the installation of a hot water heater that will accomodate the entire building.

Theilen reported that Broder is asking for a programming plan in writing (letter dated 7/22/86). Maciel stated that he found it difficult to meet with the architect at the NAP office and that Broder needed to see the scope of the MCC equipment. Maciel stated that there was a rationale for additional improvements for MCC submitted to Broder. Further discussion about the number of meetings and location led to the recommendation that a meeting take place at the center. Maciel stated that he did get an estimate from JB Contractors for installation of a bathroom on the second floor, and that he was trying to get

other contractors to the site. He reminded the Commissioners that according to the MOU, the estimating for facilities renovation should be the Arts Commission's responsibility. Com. Rockrise re-stated his recommendation that Broder and Maciel schedule a meeting, or there would be no verification on the estimates that are being done.

Maintenance: Fe reported on the current status of facilities maintenance for the centers. A follow-up report (dated 7/29) was sent to the Bureau of Building Repair after NAP met with BBR's new director about maintenance jobs that still need to be completed for 1985-86. These jobs need to have the funds that were allocated for 85-86 jobbed out and completed. A new list which will list repairs over and above the lists submitted for last year was requested from the Program Directors to be completed and submitted to the October NAP Committee meeting.

Clarification was asked on the capital improvements list, which was distributed to the Commissioners and cultural center staff. Of the four requests submitted, only two were approved for 1985-86. These were for re-fitting the plumbing at the Western Addition, and sealing and re-painting of the western wall of WACC. The other requests, which were for the re-painting of the Osage Alley wall of the Mission Cultural Center and the installation of new plumbing for the SOMAR, will need to be re-submitted for 86-87. All requests will be going to the Department of City Planning for recommendation and implementation by the Bureau of Building Repairs.

Maciel asked if the capital improvement funds could be used for the floor repair work at the Mission Cultural Center. Theilen reminded Maciel that three contingency items in renovation funding account for that project. In line ahead of the flooring comes 1) installation of the gas meter, 2) installation of carpeting on the first floor, and then the floor work. She reminded him that the $35,000 available for this work has been transferred. It was clarified to Macie that the capital improvements budget is for repair or improvement of existing facilities outside of renovation work, not for renovation itself.

Com. Rockrise raised a question about the estimate for the flooring ($50,000 to $60,000). Theilen responded that when given that estimate, the total floorin area was provided for the estimate, and not the total specific area that needed repair. Maciel asked if this would prevent the center from re-opening. Theilen replied that if this couldn't be done by the present contractor, that it could also be done by another contractor, which could delay the project's completion.

Com. Rodriguez asked if this could be done through the Bureau of Building Repairs, with a statement to them that this was an emergency situation. Theilen clarified that that would be for areas that were already being used by the public and considered unsafe.

Maciel stated that he preferred the funding go to the 3rd floor instead of the 2nd floor because there would be insufficient electricity to run the galler therefore, there wouldn't be a gallery.Theilen stated that Broder said the gallery was operated before without electrical renovation. Maciel stated that he needed a letter from the Arts Commission to clarify this.

Com. Paterson asked for clarification from Theilen as to whether or not Broder was supposed to provide some electrical feasibility report with the additional $5,000 contract from the Arts Commission for the MCC Re-entry plan. Theilen stated yes, but that he is still needing the programming report to complete this.

Maciel asked the Commission for an authorizationto pursue the electrical work for the MCC to be done by an independent contractor.

Maciel stated that he called PG and E and found that they had no objection to installing a separate line for the center, but that the PG and E representative stated that the NAP Office said they couldn't. Rockrise clarified that if the usage of the electrical power would be a common usage, then there should be only one meter, he also noted that the Mission Grafica department would overload this present system.

Maciel suggested that since it has been estimated that $100,000 would be needed to replace the electrical service and update it at the MCC, then a separate meter could be installed until the Commission finds other renovation funds to adapt the electrical power of the building. Commissioner LaRocca asked if it was legal for a private organization to install a separate meter in a city owned building. Theilen clarified that a feasibility study should be done first then a letter from Dick Broder requesting authorization for a separate service in a public facility. Com. Rockrise added that this must be approved by the Arts Commission.

Theilen stated that there is presently no funding from the Arts Commission to install the meter at the price estimated ($5,000). Com. Rockrise asked Macie if he could get the $5,000 to install the meter. Maciel stated that he could. Theilen stated that this would need to be clarified. Com. LaRocca agreed. Com. Rockrise stated the motion:

"That the MCC be authorized to expend $5,000 of its own funds to install a temporary meter according to city and county codes." Motion seconded. Motion carried.

PROGRAM DIRECTORS' REPORT: Maciel reported on the Carlos Santana event, in which the MCC will receive $15,000 from the sponsor . He also asked for the courtesy of approving the minutes of the NAP Committee, because of a letter written by Claire Isaacs to the Cowell Foundation about the $100,000 to be granted to the Mission Cultural Center (addressed to S. Spivey, Cowell Foundation's Executive Director).

Com. Paterson stated that the comments Maciel made in reference to this grant were made at a public meeting. Maciel stated that it was improper for the Commission to write to a funding source without contacting the MCC. He clarified that the request was made to the President of the Cowell Foundation, and that this procedure, he has found, was the best way to have approval for funding.

Com. LaRocca re-iterated that the statement was made at a public meeting, and Theilen added that Isaacs was responding to the fact that if the FMCC did not have a multi-year MOU with the Commission, that the Cowell Foundation would not fund the MCC, as stated to the Arts Commission at its public meeting at the Mission Recreation Center in April.

Charles Byrd briefly reported on the success of the Reggae event sponsored by WACC at Pier Two. 1400 people attended and an estimated $4,000 was raised for the center.

NEW BUSINESS: Com. Paterson reported on the new letter from Loretta Kruger of the FMCC requesting arbitration from the Bay Area Lawyers for the Arts on the Memorandum of Understanding. He recommended that the NAP Committee should make a statement to the full Commission that the FoMCC MOU should be signed. He also reported on the issues that were raised in previous correspondence by Kruger that that Arts Commission already feels is resolved. He stated that the Commission President feels some resolution from this Committee needs to be

passed in regards to this issue.

Commissioner Rodriguez asked for further clarification on the insurance issue. Does insurance need to be carried by a private non-profit organization to run a public building? It was stated the City Risk Manager requested that general liability insurance be carried and attached to the MOU by the boards.

Maciel stated that the FMCC main problem is that further clarification is needed and beneficial for the FMCC, and that the Arts Commission should take the heed from the Audit Report drafted by the City Controller's Office. He stated that many points in the MOU are not enforceable, and clarification was needed on the NAC's role with the FMCC. He also stated that the auditor recommended a contract be negotiated between the Arts Commission and FMCC.

Com. Paterson asked if the present MOU could be amended, or if there was anything specifically in the language that speaks to the possibility of amendment. Theilen responded that this was put into the draft and pulled. Com. Rockrise asked if the Commission has signed off on the MOU, and recommended to Maciel that if his board is not in agreement with it, then it should be sent back in writing to the Commission.

Theilen reminded the Commissioners that there have been negotiation meetings and three different changes in the MOU. She presented the current draft as was negotiated between the Arts Commission and FMCC. Com. Rodriguez asked about the concern regarding the personnel policy of FMCC and the personnel stipulation in the MOU. It was clarified that the city has concerns about this issue because of past experience where the city and county became liable for the employees of the non-profit board of the cultural center when that board was asked to leave and its MOU with the city terminated. Theilen clarified that the primary issue is the multi-year MOU, and that the City Attorney did not recommend it. Maciel stated that the City Attorney informed the MCC, that she had no objection to the MOU being multi-year. Theilen responded that the City Attorney did not recommend a multi-year MOU or a contract yet, and that the MOU's are working towards the development of a contract.

Maciel cited the example of the War Memorial Board in regards to developing a multi-year contract. Com. Rockrise stated that the relationship of the Arts Commission to the FMCC through the MOU is the city as a landlord, and that there is a limitation as to the city's liability. Com. Rodriguez suggested to Maciel that the FMCC Board sign the current MOU provided there are provision to make amendments. Theilen further clarified that the amendments should not mean an interim situation takes place while amendments are being negotiated.

The Commissioners reviewed the MOU final draft. Maciel stated that the FMCC does accept the Commission's position on the need to have a year-to-year MOU. Com. Rockrise stated that the FMCC needs to send back its response in writing, with fewer objections, and Com. Paterson stated the motion:

"That the NAP Committee recommends that the MOU with the FMCC as it now stands, be signed by the Commission." Motion seconded and carried.

Com. Paterson stated that the next Commission meeting is September 8 and that the FMCC should respond prior to that meeting.

meeting adjourned 5:45pm

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THE ARTS COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

NAP COMMITTEE MEETING 12/18/86 MINUTES

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COMMISSIONERS PRESENT: Paterson, Eichelbaum
ARTS COMMISSION STAFF: Isaacs, Theilen, Bongolan
CULTURAL CENTER STAFF: Byrd, Kjorvestad, Maciel
GUESTS: Lou Harris (President - SoWACC)

MOU REPORT: Theilen reported that the compliance meeting for the Mission Cultural Center MOU (FMCC) will take place January 8 at the Arts Commission. The meeting will be to see that the MOU is working and that the relationship works for both parties. It will need a Commissioner to attend. Commissioner Paterson stated that he will be able to attend.

The SOMAR MOU (FSSA) will not require a compliance meeting. A meeting working towards an MOU with the Supporters of WACC took place 12/17/86 and was very successful. Theilen added that the SWACC MOU should be discussed by the NAP Committee at its January meeting, working towards the Commission's finalization of the partnership in February.

Commissioner Eichelbaum requested clarification on the difference between the MOU and a contract. Theilen replied that a contract would have the Board of Supervisor's involvement.

MAINTENANCE: Theilen distributed the 1986-87 maintenance report. Fe added that the report includes both regular maintenance projects, which would expend the annual maintenance budget, and capitol improvement projects which are executed by Bureau of Building Repair with special project funds designated by City Planning.

Kjorvestad raised concern over the report not including SOMAR's glazing needs, which were extensive. NAP staff re-assured cultural center directors that if there were any needs not mentioned in this report, that they should be called into the NAP office as soon as possible, so that when NAP meets with Paul Moran of Bureau of Building Repair, which should be in the next month, these needs would be included.

RENOVATION: Theilen reported on the status of the South of Market Cultural Center's renovation. At present, there is an estimate of what the new partitions are going to cost.($81,000.). Left over so far from Phase I is $39,000. The contingency leftover to date is $15,000., making a total of $54,000 possibly available to do the partitioning project.

Kjorvestad added that the $81,000 was Broder's estimate, and that the contractor could settle on an amount much lower than estimated.

Theilen reported on the present situation of the defective doors at the Western Addition Cultural Center. Estimates will be received from the Department of Public Works for door repair or replacement, where applicable. Theilen also added that with the nature of some of the building maintenance repairs becoming so expensive, it is building up a good justification for extra funding for maintenance and capitol improvement for the cultural centers.

Theilen reported that the Mission Cultural Center's renovation completion is still delayed. The Fire Inspector wants more exit lights installed. The estimates and the work will be done within the week.

Isaacs reported that it has been difficult for the staff to get center open, and that the Arts Commission does not have control over how long the renovation will take. She added that both the NAP office and the Arts Commission has been under incredible pressure to get the Mission Cultural Center open. Because of pressure, the Arts Commission worked intensively to get staff into the building for its opening in October. She also raised concern over the liability issue of having staff in the building while the building has not been turned over to the city, and that MCC staff had been doing repairs to the building while preliminary inspection of the construction work is still taking place, making it very difficult for the building inspector to designate areas of the contractor's responsibility in finishing the job. She

reported that staff was let in for an event 10/19, and the Commission proceeded on obtaining a permit for a one-day special use permit for that day.

Isaacs added that on December 1, 1986, Oscar Maciel called to state that he had a problem. He had scheduled the building for a special event for children on December 5th. He asked that if there was a permit for use of the building on October 19th, why wasn't there any coverage for December 5th. Isaacs stated that she did alot of research, and on that week (December 1-5) both she and Anne Theilen worked full time on getting a special permit for the event on 12/5. Issacs went on to ask Maciel not to schedule any more events unntil the building had been handed back to the city. She expressed a deep concern over the fact that two posters were placed on the doors on the Mission Street side of the Mission Cultural Center, asking that those members of the public who were interested in the literary presentation and class, and now could not go because the MCC staff had to move the programs should express their dissatisfaction with Claire Isaacs and Anne-Marie Theilen of the Arts Commission. Isaacs felt that these posters were raising a grave concern on her part about the partnerhip between the Commission and the Mission Cultural Center, and were a breach of that partnership. She went on to state that the Arts Commission did not cancel those events or classes, and that it was the MCC's responsibility to call and notify the Commission of these events in good time, especially now that the building is not officially open. Isaacs also raised concern that Teatro de la Esperanza has been scheduled to use the center in January and February.

Maciel responded by requesting to see the permit for use of the center on October 19. He also stated that he contacted the Fire Insepction Bureau, who told him that there was no use permit for MCC on file for that date. Isaacs stated that that was because the event was cancelled and therefore no permit was necessary. She added that it was Maciel himself who told Commissioners at the December meeting of the Commission that the Fire Marshall had given MCC the go-ahead to use the center for the 12/5 event. Maciel stated that that would have been illogical for him to make that statement at an Arts Commission meeting. He added that he was told by Arts Commission staff that the first floor was accepted by the Commission. Theilen responded that the Commission was working towards this. Isaacs added that the building is not completed yet, and re-iterated her request for MCC staff not to schedule the building until this phase of the work is completed. Maciel stated that he could no longer work with Commission staff, both Isaacs and Theilen, and added that he had tried to obtain insurance for the center but because the building was not up to code yet, insurance companies could not cover MCC. He asked why the staff of MCC was given the keys to the building in the first place. Theilen responded that the staff was given access to the building so that they could go in and begin to develop architectural plans for future renovation. Theilen also added that there seems to be little left to do to complete the project.

Commissioner Paterson asked Maciel about the event of 12/5. Maciel reported that 350 children attended and Supervisor Jim Gonzales, as well as School Superintendent Rosario Anaya made appearances. Maciel again stated his concern over why staff was given keys to the center and reported that he found the front door of the center open three times in the last week. Theilen asked why this wasn't reported to the Arts Commission immediately.

OUND TABLE MEETING: Isaacs reported that there will be a Round Table meeting on the NAP on naury 26, 1987 to discuss the Neighborhood Arts Program in-depth and brief all Commissioners ully on what is happening with the program beyond the cultural centers. Dhe also added that his is what Commissioner Nemerovski asked, based on discussion of NAP's long-range goals.

ROGRAM REPORTS - CULTURAL CENTERS: Byrd reported on highlights of WACC's programming for the onth, including a special perfomance by the U-Zulu Dance Theatyer of South Africa, a proposed esidency by ballet dancer Robert Johnson, who lives in the Western Addition, graduated from ie School of the Arts and is now with the SF Ballet, and another residency proposal by Danny ncan, noted playwright from the Bay Area, to establish a repertory theater company at WACC. rd also reported that the space is being utilized by Lorraine Hansberry Theater and Escola va de Samba, both for rehearsals of upcoming productions.

Byrd reported on a small fire which occurred last week (12/12/86) in the stairwell in the rear of the building. There was no damage, and the Fire Department responded quickly.

James Kjorvestad reported on the award of a grant to the Costume Bank from the Skaggs Foundation for the purchase and construction of new costumes. A smaller grant was awarded to the Costume Bank earlier in the year to provide more costumes to the community. He also reported on the recent SOMA Christmas party for South of Market youth. Kjorvestad stated that this was an outgrowth of an event which took place originally at the SOMA Cafe. Given the great response on suich short notice to the community (over 400 children attending), SOMAR will be working on getting additional funding to support this event and arts education activities at the center.

Theilen reported on the progress of the Bayview Opera House, which is closed right now due to building renovation. The Arts Commission, at this time, does not have a working relationship with the Board of Bayview. Commissioner Paterson stated that it would be best to have the building open until there is a relationship worked out with the Board. Theilen added that the board needs to be put on notice at the next Commission meeting about the Commission's intent to not renew the MOU with AREPO.

Isaacs reported that AREPO had hired another director for the building, unfortunately, there is no money to pay him. Commissioner Paterson raised a concern about who has access to the building. Theilen replied that at present, while renovation work is going on, no one has access to the building. Theilen also clarified that the NAP had hired Richard Partee as a program consultant for the building, and was paying him through leftover "Art Soup" funds. Isaacs added that the 12/6 event, which was a joint effort of both the Park and Recreation department and the Arts Commission as well as the Mayor's office, was not acknowledged by the AREPO board. Those programs that were known to be scheduled for the center have been accomodated in other sites (senior choir situation).

Commissioner Paterson asked for advice on what to recommend to the Commission about the situation at Bayview. Staff recommended that the Arts Commission MOU with the AREPO board should be allowed to expire. Isaacs stated that the AREPO Board president, Mary Hopkins, refuses to acknowledge any problem exists at the center. Isaacs raised the question, should the Commission re-negotaite the MOU or let it expire? Com. Paterson stated that the Arts Commission's attempts at negotiation have been sufficient, and this expiration was the next course of action.

NEW BUSINESS: Theilen distributed to the Commissioners present copies of the request to the Finance Committee. Listed in priority were: 1) Restoration of Bayview Opera House's stage floor; 2) Funding for a twenty-year retrospective film project for NAP; 3) Support for two community festivals (Visitaction Valley, Tenderloin); 4) Twenty-year retrospective report on the Neighborhood Arts Program; 5) Consultation services - Youth Apprenticeship Project.

Commissioner Paterson felt that there was not enough information on items 2, 4, and 5 to make an appropriate decision. He recommended that Items 1 and 3 be brought to the next Finance Committee meeting, and that further consideration be given to the other items in the NAP Committee. Theilen stated that an annual report will be needed, especially to mark the time of NAP's 20th year. Isaacs added that the Levi-Strauss Foundation wants to see an annual report from the NAP/Arts Commission.

Meeting adjourned 6:15pm

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NEIGHBORHOOD ARTS PROGRAM ROUNDTABLE MEETING

26 JANUARY 1987

MINUTES

THE ARTS
COMMISSION OF SAN FRANCISCO

45 Hyde Street
Suite 319
San Francisco, CA 94102
415 558 3463

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Dianne Feinstein

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EX OFFICIO MEMBERS
Presidents of the
Fine Arts Museum,
Library Commission,
Planning Commission,
Recreation and Park
Commission

DIRECTOR
Claire N. Isaacs

This Roundtable meeting of the Arts Commission convened at 455 Franklin Street – The San Francisco Ballet building on 26 January 1987. Commissioner William Paterson, Chair of the Neighborhood Arts Committee brought the meeting to order at 3:12 p.m.

PRESENT:

Commissioners:	Staff	Neighborhood Centers' Representatives:
Jacqueline Nemerovski	Claire Isaacs	Ron Gallegos
Timothy Duncan	Anne Marie Theilen	Charles Byrd
Stanley Eichelbaum	Fe Bongolan	Ruth Morgan
Jo Hanson	Leah Forbes	John Kreidler
William Paterson	Michael Bell	Jim Kjorvestad
		Allen Meier
FOA	NAP Representatives:	Oscar Maciel
Jeanne Bogardus	Richard Reineccius	Andrea Tucker-Hody
	Meg Madden	Lou Harris
	Enola Maxwell	Arleen Stewart
	Sharon Tannenbaum	

Anne Marie Theilen, Director of the Neighborhood Arts Program read the day's agenda and reported that there will be discussion from the floor after each item is reported on by the staff. Fe Bongolan reiterated the Director's statement and interjected that if there were any salient points that needed to be added, the appropriate time would be after the agenda item presentation.

I. Cultural Centers' Renovation

Ms. Theilen reported that the Centers were in need of repair from the time of their purchase and there had been much difficulty in planning and securing funding. She reported that the Western Addition Cultural Center began in 1983 with Phase I at a cost of $399,000. She stated that a 228-seat theatre, gallery space and first floor restrooms had been constructed. Phase II in 1984 amounted to $242,000 for code work and general improvement of the programming areas and $641,000 was expended and another $400,000 is needed to complete the renovation. She added that the Center is open and thriving and is still in need of funds.

Mission Cultural Center

Ms. Theilen reported that in 1983-84 the Mission Cultural Center's Phase I work consisted of an installation of the sprinkling system at a cost of $75,000 and that the Phase II renovation became a complex task due to the structure previously being a furniture store and converting it to a public occupancy facility required extensive structural work to comply with City codes. She stated that the work is not completed but that the program has done the best it could and has spent $923,000. The program had to find another $123,000 that cost "points" with the community because they felt the action was delayed but the delay, she concluded, was the lack of funding.

South of Market Cultural Center

Phase I of the reconstruction, reported Ms. Theilen, is currently underway with an anticipated completion date of April 1987. The structural foundation needed extensive work in addition to fire sprinklers and electrical work.

Ms. Theilen reported that the code work for all of the cultural centers had been the most important due to the responsibility for public assembly safety and must take priority over program development. President Nemerovski interjected that the Centers have the potential of raising funds that will derive from public assembly, therefore creating legal and safe assembly space is the priority. Ms. Theilen reported that the construction costs totaled $563,000 at SOMAR and that there will be some work in the workshop spaces,and/she referred those present to the Agenda,where future changes in the building were prioritized.

Ms. Theilen stated that when the Cultural Centers were purchased, it was done with the understanding the buildings would be maintained,at an idealistic presentation to the Board of Supervisors;and now, ten years later, the program is still attempting to maintain staff and renovte the centers. In reply to Commissioner Eichelbaum's query, Ms. Theilen reported that the renovation was partially funded by federal money. President Nemerovski reported that private funders will not support a tax-supported facility. Mr. John Kreidler of the S.F. Foundation reported that when Davies Hall was being constructed it was supported by private organizations and only when it was completed, did they turn it over to the City. Ms. Theilen stated,that at the onset,the NEA had been applied to for grants but that the Centers' being out of compliance became a crucial problem. Once the buildings are in code compliance the foundation will be laid for future programming growth.

II. Facilities Maintenance

Ms. Bongolan reported that building maintenance is done on a day-by-day basis, through the Arts Commmission Offices with the Department of Public Works - building repair. She quoted the budget projection of $70,000 for basic repairs. She reported that the Bureau of Building Repair will also do capital building projects and though they are not renovation projects, they upgrade existing systems in a building such as new heating, copper pipe and window glazing at the WACC. She reported that the foundation of the Bayview Opera House had been replaced last year, along with painting of the exterior of the buiilding. She reported also that the operating budget from 1978-1984 was $75,000 because,up until that time,the buildings had not been renovated and currently the budget is $40,000 because the centers' had been upgraded and repaired and less money is needed as the buildings are renovated. She added that an increase of up to $70,000 is being requested because other repairs are anticipated due to the centers structures' age and increase use of them,by the public.

III. Memorandum of Understanding

Ms. Theilen reported that the Memorandum of Understanding was created in 1983 to define the role and responsibility of the Arts Commission and the Cultural Centers. Currently, she continued, the scope of the MOU covers the programming policy and plan, building policy,and plan with the focus on insuring that the buildings are to be used for cultural purposes,only,for the community, and to insure the City against liability. She added that an MOU or contract is now needed that will include guidelines for expending and setting aside donations and fees collected at each center. She then quoted the purpose and requirements of the MOU that were listed in the Agenda and reported that the Friends of the Mission Cultural Center are operating under the MOU signed in October of 1986 and will expire in June, 1987.

The Friends of the Support Services for the Arts (SOMAR), signed the MOU in November, 1986 and that will expire in June, 1987; the Commission is currently negotiating with the Board of the Western Addition Cultural Center for a MOU that will extend from February to June, 1987 . Continuing, Ms. Theilen reported that The Bayview Opera House MOU is pending until the formation of a new advisory board. She said the Commission's goal is to create a contract and/ have the Board of Supervisors and the Mayor's Office participate in its creation to make perfectly clear the responsibility of each party. Ms. Theilen then quoted the City and County fiscal year figures representing contributions to the Centers and pointed out the necessity of a facility maintenance position and bookkeeping position for each center to be included in the budget. Discussion ensued on the necessity of insurance and the costs versus the expense of a law suit against the Center and the strain it places each Center under,to meet the expenses required to sign a MOU with the City/Arts Commission. In conclusion she reported that the MOU had been responsible for defining and clarifying, and gaining respect for the role of facility management and programming at each Center, in spite of the seriousness of the situation of each Center attempting to comply with the insurance and personnel costs.

President Nemerovski stated that these problems could not be solved in a day and that the Commission is dealing with a situation that is ongoing when dealing with capital money that makes projects available without planning for future costs and expenses of maintaining the projects. She stated also that the Board of Supervisors will be amazed at the expense incurred when they examine the current budgets and the projected costs for maintenance and management,and that the Commission should be ready,and prepared,to lobby City Hall for the Centers. Director Isaacs interejcted that the shortage of funds in the City's contingency fund makes the situation more grave in that social services take priority over the arts and when the Arts Commission approaches the Mayor and Board of Supervisors it must be with an attitude of responsibility when requesting funds.

Technical Assistance

Ms. Bongolan reported on the types of assistance the program provides (consultation and referral) and the targeted recipients (individual artists, arts organizations, community and municipal organizations)seeking cultural programming information. She described the program publications that were distributed in the folders at the onset of the meeting: Schedule of Free Arts Classes; Sources and Resources for the Visual Artist; Art Soup, and Young People's Arts Programs in San Francisco.

Underserved Communities

Ms. Bongolan introduced the coordinators of the programs for the underserved communities projects: Sharon Tannenbaum - Tenderloin Hospitality House; Ruth Morgan - Programs for People - S.F. County Jail Project; Enola Maxwell, Executive Director - Potrero Hill Neighborhood House; Andrea Tucker-Hody, Potrero Hill Neighborhood House Program Coordinator. Ms. Bongolan continued reporting ; she stated that when the program began work with the underserved communities during 1984, it re-established the Commission's ties with programs that it had previously been involved with under CETA and the Facilities Renovation Fund. Relative to the Tenderloin Hospitality House, the City assisted funding the adaptation of a storefront into an art studio. Renovation funds assisted Potrero Hill Neighborhood House's theatre, and in Visitacion Valley and the S.F. Sheriff's Department,Jail Arts Project. She described how the NAP is currently working with the on-site coordinators to develop each center's program, as reflected in the Agenda. President Nemerovski invited representatives of the underserved communities projects to report.

Tenderloin Hospitality House

Ms. Tannenbaum reported that the center had been in existance for twenty years and had recently begun exhibiting artwork successfully, due to the assistance of the NAP and has had a recent, favorable review from Kenneth Baker, art critic. She also reported that the program has been valuable and successful in assisting the Hospitality House become recognized outside the Tenderloin District.

Jail Arts Program

Ms. Ruth Morgan of the Jail Arts Program reported that this program is designed to ease the transition of the inmates to the "outside." The program has a resident artist, at the jail, to work with the inmates and then stays in contact with them when they leave. She reported it has been a successful and innovative program with plans next year for a quilt-making project.

Potrero Hill Neighborhood House

Enola Maxwell of the Potrero Hill Neighborhood House stated they are all grateful to the Arts Commission NAP and reported on the current programs underway there. AndreaTucker-Hody of that Center reported also,stating that it had been an exciting year and that the current exhibit had 300 artists participating and also that her classes are fully attended.

Director Isaacs interjected that the funds for the S.F. Sheriff's Department program (reflected on the Underserved Communities Budget of the Agenda) was partially funded by the Hotel Tax and the Public Art Fund and that this money is not a regularly allocated amount; she said that the General Fund paid only for the two staff personnel and the office expenses.

Chinese Cultural Center

Ms. Bongolan reported that Julie Cheung, Director of the CCC is working with the community advisory members and she reported on the history of that center and stated that the funding of that center derives from the Hotel Tax Fund, also. The Director reported on a recent sculpture exhibition at the Chinese Cultural Center of artist Shi Zhimin.

V. Special Projects

Ms. Bongolan reported that the Young People's Apprentice Arts Project evolved from the Mayor's Anti-Graffiti Program and Ms. Theilen's involvement by which she impressed that program with the need to eliminate graffiti by involving the City's youth population in a way that would allow them to positively express their artistic creativity. She stated further, that it is the hope of the Program that this apprentice arts project will expand to include specific types of organizations and production companies to actively involve the kids in the arts.

Young People's Arts Festival

Anne Marie Theilen reported that planning began two-years ago and the Commission has now designated May 2nd through 6th as the dates for the Festival that will take place at Golden Gate Park in the concourse area between the DeYoung Museum and the Academy of Sciences. She reported that there are 72 organizations working with the program to produce this Festival for the Arts Commission, in collaboration with the School District and the Support Services for the Arts. She reported on some of the activities planned and the Director interjected that the official name of the Festival is Golden Gateway to the Arts, in celebration of the Golden Gate Bridge's 50th anniversary.

NAP Twentieth Anniversary

Ms. Bongolan reported that 1987 celebrates the 20th anniversary of the NAP and the genesis of the neighborhood arts programs in the United States. She stated that the Arts Commission and the program will take this opportunity to examine past events and accomplishments and evaluate that status of the program relative to its progress from a municipal arts agency to an independent program, to the ultimate goal of a community arts program that works with community boards. This proposed 20-year retrospective report will be used to educate other members of the arts community in metropolitan areas who are interested in establishing neighborhood arts programs - it will be a recounting of the San Francisco experience.

Ms. Theilen reported on the staff time that each component of the NAP required, including Commission, program and other City Departments contributing time to the operation of the program's maintenance and operation. President Nemerovski commended Ms. Theilen for presenting the day's meeting in a clear and understandable way. She added, that the Commission should study the material presented and that there would be on-going discussion on how best to deal with the problems and to, better, staff the programs. The President then invited comments from others that were present.

Commissioner Eichelbaum stated that the program was to be commended for its accomplishments in light of the dirth of funds that is indemic to all arts organizations. Commissioner Paterson also acknowledged Ms. Theilen and Ms. Bongolan.

VI. Discussion

Director Isaacs reported that the subject of development and fund raising could be the topic of another roundtable meeting and she stated that the inter-relationship of the Arts Commission annual POPS concerts Series to all of the Commission's programs is pertinent in that it is the source from which funds for the programs generate . She reported to the meeting that money from the City is minimal. She said that she had just returned from an arts administrator's conference on Urban Arts and it was the consensus there that the trend towards community arts, especially minority arts, is returning. Continuing she reported that San Francisco could again be in the leadership position if a way is found to have strong cultural Boards, complete renovations of the centers, and have enough revenue to operate programs. In conclusion she stated that the Arts Commission has always had the leadership in this area and that it should not now be lost.

Commissioner Swig stated that the best way to receive attention from the private sector is to gain stronger support and better ties with City Hall.

Arts Commission/NAP Role in Development of the Multi-Cultural Arts Community

Director Isaacs reported that the California Arts Council has indicated there should be more activity in "multi-cultural arts." She stated that she was not certain of how that term was to be interpreted and whether the Arts Commission should be thinking what the role is in terms of the NAP, per se, of serving the multi-cultural community by expanding, defining and developing it, and looking at it in terms of grant-making or whether the Commission needs to assist organizations in a different way.

Ms. Bongolan, in reply to the Director's question, stated that she is a member of the Board of the California Expansion Arts and that organization would like to see further development and support of what the California Arts Council is doing in terms of defining its constituency for all its arts programs. She stated also that it was her sense that the Arts Commission was not fully represented at the CAC, based upon the remarks relative to the "lack of multi-cultural representation" by the Arts Commission.

The Director, Claire Isaacs, requested to have defined, the term "minority arts" vs. "multi-cultural arts." Oscar Maciel - Mission Cultural Center Director replied that he had testified before the CAC two-years ago when the term, "multi-cultural" and the program was accepted. He stated they had reported to the CAC that "minority-arts" was stigmatizing and that the term multi-cultural represented for them, funding and attention for support of the arts being established in other than the traditional disciplines such as the ballet and opera which, traditionally, has had the cultural advantage.

Ms. Bongolan stated that the definition for multi-cultural doesn't define the discipline, but rather, it defines the artist and the constituency. The definition for multi-cultural includes, but is not limited to Asian Black, Hispanic, native American and other arts organizations whose arts emphasis are of a specific ethnic or cultural expression. Mr. Maciel suggested that the Arts Commission communicate with the Multi-Cultural Advisory Panel of the California Arts Council to further define the term. Director Isaacs replied that she is appreciative of the fact that Ms. Bongolan and Mr. Maciel are actively affiliated with the organizations that promote the multi-cultural programs for the arts and that this issue is "burgeoning up" in the United States. The Director reported also that two-years ago the NEA had nearly pulled the Council's grant from the NEA due to the lack of attention in this area and it precipitated a major crisis. She stated that the State/Local Partnership, in a bold move, had applied to the CAC for a grant that would give money to individual artists in a multi-cultural community. The Commission was turned down with the reason being that the Arts Commission is not known as an agency that has dealt with this issue. She stated that it was an odd response in that the Commission had been the vanguard for the Neighborhood Arts Programs in the country. She stated also that in exploring the reason for the rejection she felt that perhaps the panelists who wrote the opinion, simply did not recognize what the Arts Commission had been doing up until now, as relating to the current concerns of the multi-cultural arts. She stated in conclusion that the Commission should ignore the rebuff and do some hard thinking about the multi-cultural constituency of San Francisco and how it relates to NAP and what State/Local Partnership is attempting to accomplish. Mr. Maciel interjected that one of the reasons the multi-cultural panel of the CAC rejected the application was due to the taxation by representation - that the hispanic population represents fifteen percent of San Francisco's population and that there was discrepancy between the percentage of the population, and the tax money received, by that population for the arts. Commissioner Swig stated that the Commission needs to have another Roundtable Meeting and a new Mission Statement. She stated that the Arts Commission is being interpreted across the country in a way that it is not being interpreted in the San Francisco community - as a spokes body for the community. She stated that although the current statement is broad, it needs to reflect the indepth accomplishments of the Commission.

Mr. Richard Reineccius of the Julian Theatre inquired if there was a budget for the special reports projected; Ms. Bongolan stated that all of the projects will require fund raising as there are no appropriated funds. Director Isaacs interjected that the Young People's Arts Festival is funded by the Arts Commission, Arts Festival allocation for 1986-87. Mr. Reineccius stated that the retrospective report planned will be extremely helpful and might generate interest and support for the program. Director Isaacs stated that 1987-88 is a critical year and the Neighborhood Arts Program must keep pushing forward because the consciousness of the country on this issue is unbalanced, right now,and she added, that many of the persons present at this meeting have worked for twenty years and if they relented now it would be another twenty years before progress would be visible. Mr. Reineccius reported that the NEA Theatre Program had cut their grants per year from 400,to less than 100 this year,and that the large, established theatre companies are receiving the funds. Commisisoner Swig encouraged the Commisison to be prepared and conscious ot major construction projects in the City and take those opportunities to make certain,all concerned parties have all the reports published by the Commission, relative to the arts impact on the City,to influence them.

Director Isaacs reported that Mayor Feinstein had contacted her regarding her concern about drug use in the Bayview-Hunter's Point Districts. She reported that the Mayor had requested her to tour the two recreation centers there that are not used to their maximum potential and requested that Director Isaacs inquire of the street artists if they would be interested in teaching their crafts to the members of the community, there.

Commissioner Swig reported that if the Mayor could be convinced that money for the arts would result in law in order, as members of the community develop arts programs at the Centers to reduce malicious mischief, and have people develop creative expression, rather than some other type of gratification deriving from frustration, she stated that the Mayor might allocate more money for the arts rather than spending more on police and fire protection as a way to bring about law and order.

Ms. Theilen reported that the Western Addition Cultural Center was experiencing the same problems as Bayview and she stated that the WACC Board's first priority for the Center is safety. She added that the Centers do not have enough funding for the staff required to serve large numbers of chldren. Mr. Lou Harris of the WACC Board reported that to have an unsupervised bulding filled with unsupervised children creates a dangerous environment and he added that the children of the Western Additon are hungry for something to do after school hours and the Center is there and visible. It is a waste, he stated, to have the facility and not to be able to use it due to not enough funds for insurance. Commissioner Swig stated this is a message that Director Isaacs could take to the Mayor.

Ms. Enola Maxwell of the Potrero Hill Neighborhood House stated she is a resident of the Bayview District and that the funds for that area, that the Mayor is talking about, are not going to be enough to bring the kinds of programming and staff that is needed to maintain an alternative to the drug scene. She stated that the community does not want the Mayor to talk to others, outside of their community, who do not know the community and its needs. Rather, she continued, the community, itself, wants to decide. Additionally, she stated that there is not adequate lighting in the premises and that there is something wrong with a system if a cultural center has been opened for ten years and cannot be used.

Director Isaacs acknowledged Ms. Maxwell and stated she was happy to hear the concerns of all and that she would carry the information to the Mayor when she meets with her again.

Commissioner Paterson adjourned the meeting at 5:06 p.m.

Submitted by:

Patricia Kidd
Commission Secretary

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6/18/87

THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

MINUTES - NAP COMMITTEE MEETING 6/18/87

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COMMISSIONERS PRESENT: Rodriguez
ARTS COMMISSION STAFF: Theilen, Bongolan
CULTURAL CENTER STAFF: Byrd, Maciel, Kjorvestad, Partee
NAC REPRESENTATIVE: Kruger

Theilen distributed copies of articles on new arts organizations that may be of interest to the cultural centers, the first called the Community Thrift Store, which takes used clothing on consignment to benefit non-profit arts organizations, the second, the Multi-cultural Children's Museum, is now meeting with representatives from the arts and community organizations city-wide and is now in development.

The outline of a section of the report from the Mayor's Office on programs in the arts for youth was distributed to the Program Directors for review and correction. Theilen also reported that in follow-up to a letter sent by NAP to the cultural centers on a project by the Kadeka Dances for Kids (to produce a city-wide event) that the proposed date of the event, May 1-4, 1988, has been changed to the first week of April.

MAINTENANCE/RENOVATION: Theilen reported that the renovation at SOMAR has been delayed. A meeting, scheduled June 22, has been coordinated to resolve the issues surrounding this delay, and a new deadline for completion will be requested from the contractor.

Theilen also reported on the need to get fire extinguishers serviced at the centers. Safety Right, now on contract with the city, has been contacted to complete the work. Repair work has been completed on the Mission Cultural Center's freight elevator, which sustained considerable damage during years of use. The state elevator safety bureau has been contacted to inspect the elevator. This will occur the last week of June.

Theilen reported that funds for repairs have been used up, with some much-needed repairs at the centers still pending at Bayview and SOMAR. Remaining repairs will be done when there is a possible life-safety situation or emergency. On a positive note, she added that next year's repair budget has increased by $15,000 from $40,000 to $55,000. Partee stated that even though the situation of the stairs at Bayview was not a life-safety problem (stairs were ripped open to stash illegal drugs), it still posed a crime prevention problem which is related to safety. Theilen asked Partee to photograph the damaged areas for NAP's report/request to DPW for Cultural Center maintenance needs.

PROGRAM REPORTS: Maciel reported on the success of the Carlos Santan exhibit at the Mission Cultural Center's Galeria Museo, and announced the center's plans to extend this exhibition another month. He also reported that in preparing for this exhibit, a trip was made to Pier 70 for some glass display cases, and had found that some items belonging to NAP had been taken or vandalized, including a drill press and framing table blades. Theilen responded that there had been many problems reported on Pier 70, including its security and damage to Arts Commission property stored there. This item will be taken up with Claire Isaacs.

Maciel reported that there will be a benefit showing of "La Bamba" at the New Mission Theater to benefit the Mission Cultural Center.

Bongolan questioned Maciel on his written report which described the process of working with the community to refine building use guidelines and policies, and asked for clarification on whether or not this was why there has been no response to the NAP memo of 2/26/87 requesting an updated version of these documents. Maciel responded that because the community process was time consuming, but very important, that it would take another 2 months before these documents would be completed.

Partee reported on the Bayview Opera House's Open House celebration in late May. Attendance for the event grew as the weekend progressed, with a performance by Judith Holten's BES Children's Educational Theater drawing community attention. Upcoming at the Bayview will be a Juneteenth celebration in the center's outdoor courtyard. Partee also confirmed that he was able to get the commitment of 6 people to sit on the Advisory Committee for the center.

Kjorvestad reported on the SOMAR gallery main exit door needing repair, and on a retrospective exhibit of silkscreen prints by Chester Yoshida and Nancy Hom at the Academy of Art gallery. Kjorvestad's written report included publicity on the mural deidications for Mike Rios and Nicole Emmanuel's Potrero Hill mural. He added that it was the hope of SOMAR's board and staff to get the building re-open in September.

Byrd reported that WACC repair needs include re-charging of fire extinguishers and replacing the old batteries for the emergency exit lights. He added that the James Phillips show at the Sargent Johnson Gallery which has drawn oublic attention has been extended.

MOU UPDATE: Theilen distributed copies of the memo to the NAP Committee requesting to extend the South of Market Cultural Center and Mission Cultural Center MOU's for another three months to complete compliance issues and resolve the question of insurance, and to update the commissioners on the NAC MOU.

Kruger asked for clarification on how the MOU negotiation would take place, expressing the need to get a procedure established. Kjorvestad responded that the MOU extension was appreciated. Anne stated that a negotiation process was in place. Kruger clarified her role as NAC rep.

Kruger added that she felt she was not being facilitated in meeting with the City Attorney by Arts Commission staff. Com. Rodriguez recommended that the NAP Director arrange an appointment between the City Attorney and NAC Attorney to resolve any issues remaining on the NAC MOU.

Com. Rodriguez asked how a recommendation to extend the MOU's can be done without a committee quorum. Bongolan responded that a phone poll of committee members would be conducted, if necessary, to get a committee recommendation to the full Arts Commission. Anne replied that Kruger's request had been conveyed to the City Attorney, and that the City Attorney had stated that she was waiting for Kruger's further request for a meeting, and that it needed confirmation.

meeting adjourned 5:45pm

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THE ARTS
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Neighborhood Arts Program

NAP Committee Meeting [Minutes] July 30, 1987

COMMISSIONERS PRESENT: Paterson, Eichelbaum
ARTS COMMISSION STAFF: Theilen, Bongolan

Theilen distributed information packets containing: 1) NAP Goals and Objectives 1987-88; 2) Underserved Communities - Programming Report; 3) Hotel Tax Fund Budget 86-87, 87-88, Public Arts Fund request 1987-88; and 4) Hotel Tax Fund (Grants for the Arts) proposed budget for 1988-89 and Public Arts Fund request (planning) 1988-89. (SEE ATTACHED).

I. GOALS

After review of the NAP Goals and Objectives, Commissioners asked about the current status of the existing MOU's with the South of Market Cultural Center and Mission Cultural Center boards. Theilen reported that the MOU extension voted for at the Commission meeting in July is allowing for time to resolve compliance issues for the cultural center boards. She added that since the last NAP Committee meeting, the FSSA has brought its MOU into compliance, however, information is still pending from the FMCC. The new MOU extension will expire September 30, 1987.

Commissioner Paterson expressed his concern that with time needed to negotiate the new MOU and the importance of having the current MOU in compliance, that a letter should be drafted by staff to the FMCC, suggesting that a meeting take place between the Arts Commission and FMCC regarding FMCC's MOU.

Theilen reported further that renovation funding has been approved for WACC, Mission, and South of Market Cultural Centers. The new funds will be used for plan specifications for all three buildings. Com. Paterson asked for clarification on the planning. It was explained that the Master Plans for Mission and WACC were completed in 1981 and needed an update, while SOMAR's plan needed further specific drawings for future programs spaces. It was also clarified that this planning process will allow for more time for the cultural centers to work with their communities in planning program space.

II. PROGRAMMING REPORT

Bongolan reported on the current status of the Underserved Communities projects at the Visitacion Valley, Tenderloin Hospitality House, Potrero Hill Neighborhood House Chinatown NAP and Sheriff's Department County Jail Program. Paterson asked about the lease relationship for the Chinese Cultural Center/Chinatown NAP. Theilen reported that the lease agreement entitles the city to use a portion of the Chinese Culture Center space for community arts activities. Funding for this program comes from Grants for the Arts funds. The agreement is shceduled to expire in 1990.

Further information was requested on the multicultural publication. Theilen stated that the publication would be done in advance and preparatory to the Multicultural Arts Festival to be produced by the Arts Commission next year. Paterson also asked about the funding status of NAP's 20-year report. Theilen reported that funds should be coming for this report through the Swig Foundation. No word has come in yet from the Swig Foundation since the proposal was submitted in early July.

III. BUDGET REVIEW/PLANNING

After review of current FY 87=88 and 88-89 budgets for Grants for the Arts (Hotel Tax Fund) Commissioner Eichelbaum asked for an update on the cultural center insurance information. Theilen reported that Friends of the Arts Commission Chair Ron Gallegos was working with the cultural centers to get programming information pertinent to the city's insurance concerns.

Paterson asked if Keith Grand (City Risk Manager) had received the insurance information from the cultural centers as requested from the meeting with cultural center representatives in May. Theilen replied that it has not come in. She added that this is holding up the process for the Risk Manager to ascertain the best solution to the cultural center insurance problem, and tha- information is needed right away.

Paterson requested that staff receive a copy of the letter to be sent by Gallegos to the cultural centers requesting the insurance information.

After review of NAP's request to the Arts Commission's Public Arts Fund and the proposed budget for Grants for the Arts for 88-89, Theilen added that the requests for the Richmond/ Sunset festivals has been retained for this year's upcoming request, and stressed the need to follow through on the development of the Arts Apprenticeship publication for youth, which is becoming a pressing need in the community.

IV.OTHER BUSINESS

Theilen reported briefly that the Public Works Committee of the Board of Supervisors will be meeting August 13th on the renovation of the Mission Cultural Center.

meeting adjourned 5:15pm

Neighborhood Arts Program

NAP GOALS AND OBJECTIVES 1987-88 Narrative and Budget

I. MOU - CONTRACT WITH CULTURAL CENTERS' NON-PROFIT BOARDS

GOAL: To develop a contract with the non-profit boards of the neighborhood cultural centers that recognizes the role of the community boards in the management and operations of the cultural centers and diminishes the liability of the city and county.

OBJECTIVES - 1987: To monitor issues of compliance on the Memorandum of Understanding so that:

a) to assure full community access of the centers to artists, cultural organizations and audiences using the centers.
b) the cultural centers are well-managed fiscally and programmatically, representing the community's cultural needs and input.

To provide technical assistance to cultural center boards and staff on any of the following:

a) board training and development
b) fundraising
c) development of center's operation guidelines and other management documents

II. FACILITIES MAINTENANCE AND RENOVATION - CULTURAL CENTERS

GOAL: To formalize a system of building maintenance of the neighborhood cultural centers with the Department of Public Works, the Arts Commission and on-site staff of the cultural centers; and develop a preventive maintenance program to involve DPW.

OBJECTIVES - 1987: To consolidate the maintenance needs of the cultural centers through a list to be revised regularly by the DPW, Arts Commission and cultural center staff.

To encourage preventive maintenance programs of the centers utilities, building equipment and physical plant by DPW and cultural center building staff.

GOAL: To complete the code deficiencies of the cultural centers to allow for complete public occupancy at Mission Cultural Center, South of Market Cultural Center, and Western Addition Cultural Center.

OBJECTIVES - 1987: To complete the renovation plan Phase III for the Mission Cultural Center.

To complete the renovation plan Phase II for the South of Market Cultural Center.

To review the WACC Master Plan and current code deficiencies (Pre-plan)

BUDGET 1. Maintenance (through DPW-BBR) a) Maintenance b) Capital Improvement c) Preventive Maintenance

	1986-87	1987-88 (Proposed)	1988-89 (Proposed)
a)	40,000	55,000	80,000
b)	55,575		0
c)	(to be determined)	-	-

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2. Renovation

	1986-87	1987-88	1988-89
Mission CC	923,000.(spent)	85,000	-
SOMAR	563,000.	175,000	-
WACC	-	56,000	

III. UNDERSERVED COMMUNITIES

GOAL: To develop community arts program and encourage individual artists in the communities to network with existing cultural and arts support organizations and to strengthen local neighborhood cultural activity.

OBJECTIVES - 1987: To assist and support existing Underserved Communities projects in the Visitacion Valley, Tenderloin, Potrero Hill and Sheriff's Department, and include support for the Sunset and Richmond areas.

To continue NAP's relationship with the Chinese Culture Foundation to do community programs in Chinatown/North Beach through the Chinatown NAP and strengthen AC/NAP relationship with the CNAP Advisory Board.

To continue defining each facility in SF neighborhoods that offer or have potential to offer arts programming.

To continue publication of resource materials to promote community arts programs city-wide, including, but not limited to:

a) CAC Artist-in-Residence Schedule
b) "Art Soup" listing for Young People's Arts Festival

IV. MULTICULTURAL COMMUNITIES

GOAL: To re-affirm NAP's 20-year long commitment to serving ethnic communities in the arts, which throughout, has worked to integrate multicultural artists and arts groups into all aspects of the arts through community work and referral.

OBJECTIVES - 1987: To continue technical assistance to individual multicultural artists and arts organizations in networking with community arts resources currently in existence, including neighborhood cultural centers, non-profit community organizations seeking artists for programming.

To broaden opportunities for multicultural artists throughout the publication and distribution of quarterly resource guide of local multicultural artists, to be used by performance, and exhibition venues city-wide as well as by arts professionals in the mainstream arts community.

V. 20-YEAR ANNIVERSARY PROJECT - Publication and Film

GOAL: To strengthen the city's overall commitment to developing arts in the communities through re-assessing past and current accomplishments and establishing guidelines for future development.

OBJECTIVES:-1987: To research and develop the narrative detailing the history of the Neighborhood Arts Program's activities since its inception for publication.

To work with Graphic Services and publication consultant to produce the twenty-year retrospective report.

To work with SF City College film consultant to develop film treatment on NAP, its current programs in underserved communities, and the neighborhood cultural centers and support services.

To distribute report to community arts groups, City Planning, libraries arts agencies statewide, California Arts Council, National Endowment for the Arts.

To produce and make available the NAP film for use as an information tool on the neighborhood cultural centers and the NAP Underserved Communities projects and other programs, and the impact that artists have in changing their communities (i.e. - Chinatown NAP).

VI. YOUNG PEOPLE'S ARTS APPRENTICESHIP PROGRAM

GOAL: To strengthen the network of arts resources available city-wide for young people's arts apprenticeship.

OBJECTIVES 1987-88: To research existing arts programs that provide apprenticeships, and arts organizations interested in developing apprenticeship programs.

To compile research data to be published as a guide for students in schools city-wide.

To work with a consultant to make the publication a usable tool by students, parents and teachers city-wide.

Request for Allocation From Public Arts Fund 1987-1988

1.	Visitacion Valley Festival	$3,000.
2.	Tenderloin Festival	3,000.
3.	Chinatown Arts Festival	2,000.
4.	Richmond District Festival	2,000.
5.	Sunset District Festival	2,000.
6.	Multicultural Publication	4,000.
7.	NAP Retrospective presentation/distribution	500.
8.	Young People's Arts Apprenticeship publication	3,000.
	Total Request	19,500

1.-2. The Visitacion Valley and Tenderloin festivals will have been funded for two years and partial alternative funding will have been created. An evaluation of the festival for 1986-87 and 1987-88 will take place. It is planned to diminish this request in 1988-1989.

3. Chinatown NAP will be completing its lease understanding in 1990. The Advisory Board will have been in place for two years. A festival will give the opportunity for the Advisory Board to solicit support from artists so that it can negotiate an understanding with the Chinese Culture Foundation and renew the understanding of space-sharing between the Foundation and the community groups and individual artists.

4.-5. The Richmond and Sunset districts will be working towards showcasing their local artists and are wishing to establish resource and support systems for their neighborhood youth. Both neighborhood organizations are interested in creating a better environment in their neighborhoods.

6. Multicultural Publication: Will be created to continue technical assistance to individual multicultural artists and arts organizations in networking with oommunity arts resources currently in existence, including neighborhood cultural centers, non-profit organizations seeking artists for programming. It will be an educational networking effort.

The publication will be used to broaden opportunities for multicultural artists through the publication and distribution of a quarterly resource guide of local multicultural artists to be used by performance and exhibition venues city-wide as well as by arts professionals in the "Mainstream" arts community.

This publication is essential in giving information on the Multicultural Festival.

7. NAP Retrospective Report - Presentation and Distribution: This report will be distributed to community arts groups, City Planning, libraries, art agencies statewide, California Arts Council, National Endowment for the Arts.

8. Young People's Arts Apprenticeship Publication: This publication will research existing arts programs that provide apprenticeships, and arts organizations interested in developing apprenticeship programs.

It will compile research data to be published as a guide for students in schools city-wide. NAP will work with a consultant to make the publication a usable tool by students, parents and teachers city-wide.

Neighborhood Arts Program

Underserved Communities Projects

Potrero Hill Neighborhood House (PHNH): Support for the development of this neighborhood center's visual arts program began in FY 1985-86 with an allocation through Grants for the Arts to NAP. The grant supported supplies and salary match for a CAC Artist-In-Residence.

Andrea Tucker - Hody, PHNH's CAC (artist-in-residence) teaches classes in papermaking to adolescents and adults from the community. These workshops gained momentum from the very beginning of the project (Oct. 1986) and all classes have a waiting list.

NAP is working with Tucker-Hody and PHNH staff to develop an exhibition program of art work generated from the classes. Plans are under way to develop a neighborhood arts festival using the PHNH as the site. Tucker-Hody was recently awarded a multi-year grant from the CAC to continue her residency project.

Visitacion Valley Community Center (VVCC): The "Theater Works" project a theater education project for young people has completed its 2nd year of funding from NAP. This project's 40 continuing students are from the immediate neighborhood. 'Theaterworks' has produced three original plays since its inception, the last involving the elderly who participate in VVCC's programs. The original goal of this project was to develop an intergenerational project. The last play called 'Memorylight' was the first step towards that goal.

Five other neighborhood groups are working with VVCC in a coalition called 'Valley United'. San Francisco Foundation awarded VVCC a special grant for a community newsletter called 'Grapevine'. Valley United is concerned with neighborhood community development, and continuing VVCC's arts programs and local arts festival.

Tenderloin HH: Support for Hospitality House arts programs began with limited program funds to augment visual/performing arts instruction time and to coordinate exhibitions at different sites throughout the neighborhood.

Exhibiting art from HH created a new interest in Tenderloin art and artists leading to successful benefit auctions of professional artists work at the galleries in the South of Market and Civic Center. Purchase of work by HH artist by the Fine Arts Museum of SF and publication of print reproductions and poetry by HH art participants.

Arts Commission support of the Tenderloin Arts Festival 'Art in the Streets' (1986) (1987) took place with funding from PAF. The festival marked the first time in several years a neighborhood festival took place in the Tenderloin and proved that the growing number of families in the neighborhood are creating a strong community base for the arts. Hospitality House recently received a new grant from the SF Foundation to support salary costs for a part time exhibition and publicity coordinator. This position will serve to strengthen the exhibitions and provide needed administrative assistance for the management of this arts program.

SF Sheriff's Department: Successfuly completing two years of programming which reorients ex-offenders back into the community. NAP's program with the Sheriff's Department is called 'Re-entry Arts' and is funded by the Grants for the Arts.

In its first year a traveling exhibition was developed with shows at different facilities throughout the city: Galeria De La Raza, WACC, City Hall, NCLA. The exhibition was curated by artist Enrique Chagoya, who was visual artist-in-residence at the County Jail. Also part of the first-year project workshops in theater taught by another artist-in-residence Shabaka, a theater performance developed from the workshop and took place at WACC in June of 1986.

The second year of 'Re-entry Arts' Program focused on music (taught by James King and Rudy Mwogozi) and poetry (taught by Gloria Frym). 'Soulfest' a day-long concert of music by class participants and professional musicians took place in July of 1987, and a new edition of 'Fire and Ice' an anthology of poetry from the Re-entry Program completed printing.

Chinatown NAP: Community artists and neighborhood activists from Chinatown North Beach are now actively participating in the decision-making and program-planning for Chinatown NAP. The CNAP Advisory Board has expanded to 21 members with representatives of this advisory body also sitting on the Board of Chinese Culture Foundation, the governing body of the Chinese Culture Center when CNAP programs take place.

Aside from its ongoing classes in the visual and performing arts, CNAP has expanded its participation in public arts events, including exhibition of award-winning work from their annual Children's Art Competition (funded by the Levi-Strauss Foundation), at the 1987 Arts Festival for young people, artist demonstrations and exhibition at the Festival of the Lake in Oakland, and the SF Urban Fair.

1986-87 was the first year CNAP received a California Arts Council Artist-In-Residence grant for artist Stephen Wong to teach classes in drawing, painting and silkscreen design, and to conduct open studios in drawing for the community. Both classes and studios were highly successful in generating community response and regular attendance.

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Neighborhood Arts Program

COMMISSION SAN FRANCISCO

August 26, 1986

NAP - HOTEL TAX BUOGET 1986-87 (Revised)

I. CULTURAL CENTERS - These funds do not include salaries or equipment, and basically reflect the same expenses whose funds need to be administered through the NAP office.

ALARM SYSTEMS	$12,000	
ELEVATOR MAINTENANCE	5,500	
INSURANCE (Murals)	2,000	
TRUCK MAINTENANCE	7,000	
SEWER	3,000	
TOTAL CULTURAL CENTER ALLOCATION	$29,500	$29,500

II. CHINATOWN NEIGHBORHOOD ARTS

SALARY (1) FT Program Coordinator + Benefits	$21,338	
TELEPHONE	2,000	
SUPPLIES	1,300	
POSTAGE	700	
PRINTING/PUBLICATIONS	662	
TOTAL CNAP ALLOCATION	$26,000	$26,000

III. UNOERSERVED COMMUNITIES

A) Visitacion Valley Part Time Arts Coordinators	6,000	
PUBLICITY	500	
TECH. ASSTCE./EQUIPMENT	750	
POSTAGE	250	
SUPPLIES	1,000	
PROOUCTION COSTS (Perf./Exhibits)	2,000	
TOTAL	10,500	$10,500

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B) Tenderloin Part Time Arts Coordinators	6,000	
PUBLICITY	500	
TECH. ASSTCE./EQUIPMENT	750	
POSTAGE	250	
SUPPLIES	1,000	
PROOUCTION COSTS (Perf./Exhibits)	2,000	
TOTAL	$10,500	$10,500

C) Potrero Hill Neighborhood House (1) Part Time Arts Coordinator	3,597	
SUPPLIES	1,403	
TOTAL	$5,000	$ 5,000

IV. SF COUNTY JAIL (Re-Entry Arts)

	Original
SUPPLIES (Perf. & Visual Arts)	$6,000
PROOUCTION EXP.	$5,000
TOTAL COUNTY JAIL ALLOCATION	$11,000

BUOGET SUMMARY - NAP HTF APPLICATION 1986-87 (Revised)

CULTURAL CENTER ALLOCATION	$29,500
CHINATOWN NEIGHBORHOOD ARTS	26,000
UNOERSERVED COMMUNITIES	
A) Visitacion Valley/Tenderloin	21,000
B) Potrero Hill Neighborhood H.	5,000
SF COUNTY JAIL (Re-Entry Arts)	11,000
TOTAL HOTEL TAX - NAP 86/87	$92,500

Neighborhood Arts Program

anuary 27, 1987

AP HOTEL TAX APPLICATION BUDGET 1987-88

. CULTURAL CENTERS - These funds do not include salaries or equipment, and basically represent the contractual costs whose funds need to be administered through the NAP office.

ALARM SYSTEMS	$13,500.	
ELEVATOR MAINTENANCE	7,500.	
TRUCK MAINTENANCE	7,500.	
SEWER	4,000.	
TOTAL CULTURAL CENTER ALLOCATION	$32,500.	$32,500.

I. CHINATOWN NEIGHBORHOOD ARTS

SALARY (1) FT Program Coordinator (+ benefits)	23,471.	
TELEPHONE	2,000.	
SUPPLIES	2,000.	
POSTAGE	1,000.	
PRINTING/PUBLICATIONS	1,529.	
TOTAL CNAP ALLOCATION	30,000.	30,000.

I. UNDERSERVED COMMUNITIES

A) VISITACION VALLEY		
-PT ARTS COORDINATORS	7,500.	
-PUBLICITY	500.	
-TECH. ASSTCE.?EQUIPMT.	750.	
-POSTAGE	250.	
-SUPPLIES	1,500.	
-PRODUCTION COSTS (Perfs. and Exhibits)	2,500.	
TOTAL VV ALLOCATION	13,000.	13,000.
B) SUNSET/RICHMOND		
-(2)PT COORDINATORS: Children's Arts Wkshps.	2,000.	
-PRODUCTION COSTS Children's Art Contests	2,000.	
TOTAL SUNS./RICHM. ALLOCAT.	4,000.	4,000.

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NAP - HTF APPLICATION - BUDGET 1987-88 (cont'd.)

C) TENDERLOIN (HOSPITALITY HOUSE)		
- PT ARTS COORDINATORS	$7,500.	
- PUBLICITY	500.	
- TECH. ASSTNCE./EQUIPMENT	750.	
- POSTAGE	250.	
- SUPPLIES	1,500.	
- PRODUCTION COSTS (Perf. Exhibitions)	2,500.	
TOTAL TEND. ALLOCATION	$13,000.	$13,000.
D) POTRERO HILL (POTRERO HILL NEIGHBORHOOD HOUSE)		
- PT ARTS COORDINATOR	5,000.	
- SUPPLIES	2,000.	
TOTAL PHNH ALLOCATION	7,000.	7,000.

IV. SF SHERIFF'S DEPARTMENT ("RE-ENTRY ARTS")

ARTISTS FEES (PT)	7,000.	
VISUAL ARTS EXHIBITIONS*	2,500.	
PUBLICITY/PRINTING**	1,500.	
SUPPLIES	2,000.	
TOTAL SHERIFF'S DEPT. ALLOC.	$13,000.	13,000.

* These exhibits include CAC Artist-in-Residence Workshop participants and SF Jail quilting workshop.

**These costs include exhibition publicity and printing costs for poetry class publication.

BUDGET SUMMARY - NAP HTF APPLICATION 1987-88

CULTURAL CENTER ALLOCATION	$32,500.
CHINATOWN NEIGHBORHOOD ARTS	30,000.
UNDERSERVED COMMUNITIES	
A) Visitacion Valley	13,000.
B) Sunset/Richmond	4,000.
C) Tenderloin	13,000.
D) Potrero Hill	7,000.
SHERIFF'S DEPT. ("RE-ENTRY ARTS")	13,000.
TOTAL NAP HTF REQUEST	$112,500.

REQUEST FOR ALLOCATION FROM PUBLIC ARTS FUND

PROGRAM: Neighborhood Arts Program
PERSON REQUESTING: Anne-Marie Theilen
TITLE: Director

EXPENSES

1986-87 Budget			1987-88 Budget		
Salaries	$67,305.		Salaries	$74,823.	
Operations	5,414.	(Section A)*	Operations	5,414.	(A)*
Programs			Programs		
-General Fund	5,750.	(Section A)*	-General Fund	5,750.	
-PAF (funded)	6,000.	(Section B)**	-To be reques	19,500.	
-PAF (requested)	5,000.				
-To be reques	1,000.				
TOTAL	$91,469.		TOTAL	$105,487.	

INCOME

1986-87 Budget			1987-88 Budget		
Salaries	$67,305.		Salaries	$74,823.	
Operations	5,414.	(A)*	Operations	5,414.	(A)*
Programs	4,750.	(A)*	Programs	5,750.	(A)*
Funded	6,000.		To be reques	19,500.	
To be reques	1,000.				
TOTAL	$91,469.		TOTAL	$105,487.	

SECTION A

NAP - Funding from Arts Commission - General Fund

Operation Budget	Incomes/86-87 Expenses	Income/Expenses 87-88
Telephone	$ 1,647	$ 1,647
Office Machine Rental	680	680
Equipment Maintenance	550	550
Postage	1,300	1,300
Travel/Parking	1,257	1,257
TOTAL	$ 5,414	$ 5,414
Program Budget		
Printing Publication	$ 2,250	$ 2,250
*Contractual Services	2,500	2,500
TOTAL	$ 4,750	$ 4,750
TOTAL EXPENSES	$10,164	$10,164
NEIGHBORHOOD PROJECTS		
Printing of 6 flyers for neighborhood events; Hunter's Point, Richmond District, Visitacion Valley, Potrero Hill, Tenderloin, Artist Embassy	500	500
Purchase of supplies for community events; 4 projects in Western Addition, South of Market, Ingleside, Sunset	500	500
TOTAL-NEIGHBORHOOD PROJECTS	$ 1,000	$ 1,000

*Cost overrun for Cultural Centers alarm systems, false alarms, elevator emergency maintenance, fire extinguishers, emergency maintenance supplies. (i.e. paints)

SECTION B

All requests are for supplementary program expenditure. Income and expenses come from general funds.

The goals and objectives for NAP's request for 1986-87 are:

1.	Visitacion Valley Festival	$3,000.	(funded)
2.	Tenderloin Arts Festival	$3,000.	(funded)
3.	Sunset district community event	500.	(to be requested) *
4.	Richmond district community event	500.	(to be requested) *
5.	Multicultural publication (consultant cost, printing cost)	1,000.	(to be requested) **
6.	20-year Anniversary Retrospective Report	5,000.	(on request) ***

* The Richmond and Sunset district community celebrations are still in planning and we are assisting the Richmond district in a June children's event. We are working towards defining a project's community impact and possible events in the Sunset district, working with the branch of the Public Library in the neighborhood and A.P. Giannini School.

** The Multicultural Publication is in its planning stages. It will be used as and introduction to the planning for the multicultural symposia and will assist the gallery, state/local and NAP in working on a collaborative effort for the Arts Festival.

*** The 20-Year Anniversary Retrospective Report is on request. It is essential for NAP to conveythe 20 years evolution/history of the NAP Program (See Attached Prospectus).

SECTION C

1987-88

Request on supplementary expenditures, program income and expenses from General Fund are defined in Section A.

Goals and Objectives - NAP Request 1987-88

1.	Visitacion Valley Festival	$3,000.
2.	Tenderloin Festival	3,000.
3.	Chinatown Arts Festival	2,000.
4.	Richmond District Festival	2,000.
5.	Sunset District Festival	2,000.
6.	Multicultural Publication I	4,000.
7.	NAP Retrospective presentation/distribution	500.
8.	Young People's Arts Apprenticeship publication	3,000.

1.-2. The Visitacion Valley and Tenderloin festivals will have been funded for two years and partial alternative funding will have been created. An evaluation of the festival for 1986-87 and 1987-88 will take place. It is planned to diminish this request in 1988-89.

3. Chinatown NAP will be completing its lease understanding in 1990. The Advisory Board will have been in place for two years. A festival will give the opportunity for the Advisory Board to solicit support from artists so that it can negotiate an understanding with the Chinese Culture Foundation and renew the understanding of space-sharing between the Foundation and thecommunity groups and individual artists.

4.-5. The Richmond and Sunset districts will be working towards showcasing their local artists and are wishing to establish resource and support systems for their neighborhood youth. Both neighborhood organizations are interested in creating a better environment in their neighborhoods.

6. Multicultural Publication: Will be created to continue technical assistance to individual multicultural artists and arts organizations in networking with community arts resources currently in existence, including neighborhood cultural centers, non-profit organizations seeking artists for programming. It will be and educational networking effort.
   The publication will be used to broaden opportunities for multicultural artists through the publication and distribution of a quarterly resource guide of local multicultural artists to be used by performance and exhibition venues city-wide as well as by arts professionals in the"mainstream" arts community.
   This publication is essential in giving information on the Multicultural Festival.

SECTION C (cont'd.)

7. NAP Retrospective Report - Presentation and Distribution: This report will be distributed to community arts groups, City Planning, libraries, art agencies statewide, California Arts Council, National Endowment for the Arts.

8. Young People's Arts Apprenticeship Publication: This publication will research existing arts programs that provide apprenticeships, and arts organizations insterested in developing apprenticeship programs.
   It will compile research data to be published as a guide for students in schools city-wide. NAP will work with a consultant to make the publication a usable tool by students, parents and teachers city-wide.

Neighborhood Arts Program

NAP HOTEL TAX APPLICATION BUOGET 198B-89

I. CULTURAL CENTERS - These funds do not include salaries or equipment, and basically represent the contractual costs whose funds need to be administered through the NAP office.

ALARM SYSTEMS	$13,500.	
ELEVATOR MAINTENANCE	7,500.	
TRUCK MAINTENANCE	8,500.	
SEWER	4,000.	
FIRE EXTINGUISHERS	2,000.	
TOTAL CULTURAL CENTER ALLOCATION	$34,000.	$34,000.

II. CHINATOWN NEIGHBORHOOO ARTS

SALARY (1) FT Program Coordinator (benefits)	25,604.	
TELEPHONE	2,000.	
SUPPLIES	2,000.	
POSTAGE	1,000.	
PRINTING/PUBLICATIONS	1,344.	
TOTAL CNAP ALLOCATION	32,000.	$32,000.

III. UNOERSERVEO COMMUNITIES

A) VISITACION VALLEY		
-PT ARTS COOROINATORS	8,800.	
-PUBLICITY	500.	
-TECH. ASSTCE. EQUIPMT.	750.	
-POSTAGE	250.	
-SUPPLIES	1,500.	
-PROOUCTION COSTS (Perfs. & Exhibits)	2,500.	
TOTAL VV ALLOCATION	14,300.	$14,300.
B) SUNSET/RICHMOND		
-(2) PT COOROINATORS: Children's Arts Wkshps.	2,400.	
-PRODUCTION COSTS Children's Art Contests	2,000.	
TOTAL SUNS./RICHM. ALLOCAT.	4,400	4,400.

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NAP - HTF APPLICATION-BUOGET 1987-88 (cont'd.)

C) TENDERLOIN (HOSPITALITY HOUSE)		
-PT ARTS COOROINATORS	$8,800.	
-PUBLICITY	500.	
-TECH. ASSTNCE./EQUIPMENT	759.	
-POSTAGE	250.	
-SUPPLIES	1,500.	
-PROOUCTION COSTS (Perf. Exhibitions)	2,500.	
TOTAL TEND. ALLOCATION	$14,300.	$14,300.
D) POTRERO HILL (POTRERO HILL NEIGHBORHOOD HOUSE)		
-PT ARTS COOROINATOR	5,000.	
-SUPPLIES	2,700.	
TOTAL PHNH ALLOCATION	$ 7,700.	$ 7,700.

IV. SF SHERIFF'S SEPARTMENT ("RE-ENTRY ARTS")

ARTISTS FEES (PT)	7,000.	
VISUAL ARTS EXHIBITIONS*	2,500.	
PUBLICITY/PRINTING**	1,500.	
SUPPLIES	3,300.	
TOTAL SHERIFF'S OEPT. ALLOC.	$14,300.	$14,300.

*These exhibits include CAC Artist-in-Residence Workshop participants ans SF Jail quilting workshop.
**These costs include exhibition publicity and printing costs for poetry class publication.

BUOGET SUMMARY - NAP HTF APPLICATION 1987-88

CULTURAL CENTER ALLOCATION	$34,000.
CHINATOWN NEIGHBORHOOO ARTS	32,000.
UNOERSERVEO COMMUNITIES	
A) Visitacion Valley	14,300.
B) Sunset/Richmond	4,400.
C) Tenderloin	14,300.
D) Potrero Hill	7,700.
SHERIFF'S OEPT. ("RE-ENTRY ARTS")	14,300.
TOTAL NAP HTF REQUEST	121,000.

REQUEST FOR ALLOCATION FROM PUBLIC ARTS FUNO

Program: Neighborhood Arts Program

Person Requesting: Anne Marie Theilen

Title: Oirector

Expenses

1988 - 1989 Budget

Salaries	82,341
Operations	5,414
Programs	
General Fund	5,750
PAF (to be requested)	20,000
TOTAL	107,755

Income

1988 - 1989 Budget

Salaries	82,341	
Operations	5,414	
Programs	5,750	
PAF (to be requested)	20,000	Attachment A
TOTAL	107,755	

PUBLIC ARTS FUNO ALLOCATION REQUEST ATTACHMENT A

1)	Tenderloin Arts Festival	2,500
2)	Visitacion Valley Festival	2,500
3)	Potrero Hill Festival	2,500
4)	Richmond District Festival	2,500
5)	Sunset Oistrict	2,500
6)	Young People Apprenticeship Survey/Publication	4,000
7)	Neighborhood Arts Resource/Projects	3,500
	TOTAL	20,000

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

NAP COMMITTEE MEETING January 21, 1988

COMMISSIONERS PRESENT: Eichelbaum, LaRocca, Rodriguez
ARTS COMMISSION STAFF: Theilen, Bongolan, Isaacs, Rumsey
PROJECT COORDINATORS: Sharon Tanenbaum (Tenderloin Hospitality House), Ruth Morgan (SF Sheriff's Department - Programs for People), Julia Kavanah (Visitacion Valley Community Center), Andrea Tucker-Hody (Potrero Hill Neighborhood House), Julie Cheung (CNAP - excused).

PROJECT REPORTS.

Julia Kavanah, Executive Director of the VVCC, reported on last year's activities for VVCC's "Theaterworks", funded by NAP through Grants for the Arts. She stated that this was the year that seniors of the center got involved with the program's youth, which was a main intent of the project, and enabled the project to evolve from a youth project to an intergenerational theater program. She added that the workshop enables youth and adults to learn acting, set design, writing, and costume design. Kavanah stated that the ultimate goal of this program was to establish a resident theater company for the center, recalling that the "Valley Players" a theater group which performed and produced plays through the center in the 60's and 70's were based at VVCC.

VVCC is currently working with another theater group to develop intergenerational plays, and is working on outreach to outlying communities to present new productions by Theaterworks. She invited Commissioners to attend a backer's rehearsal on Saturday, March 12 at the center.

Andrea Tucker-Hody, workshop coordinator of the visual arts workshops at Potrero Hill Neighborhood House reported on the papermaking workshops she conducts for youth and adults of the Potrero Hill district. This is the 2nd year of NAP support for this project, and through it, participants have been able to expand awareness of different cultures and their abilities. The workshop includes projects in Mexican cut-outs and papermaking, Japanese paper-folding techniques, papermaking with local flowers and other plants.

Hody stated that goals for this coming year include increasing visibility of the work produced through the program. This last year, she participated in presenting a demonstration for over 600 children at an event coordinated by the Children's Multicultural Museum. An exhibit of workshop artwork will be taking place in September at City Hall. She also reported that the program has been successful in soliciting donations from the business community in supplies such as pulp and a paper press.

Commissioner Rodriguez suggested that Hody and her workshop participants get involved in the Arts Commission's Festival at the Hall of Flowers later this year.

Sharon Tanenbaum related the history and current functions of the Tenderloin Hospitality House, stating that the arts program is a drop-in studio where participants can come in to do their own work with guidance by the visual arts instructor. NAP support helped begin the exhibition of workshop participant artwork. Since its beginning three years ago, the exhibition program has expanded greatly through public recognition in the press, and growing foundation support. Tanenbaum added that currently, there are 50 artists who take part in the program, with a percentage serious artists and the remaining others street people. All are Tenderloin residents. All students work with instructors on a one to one basis.

Tanenbaum reported further that the exhibition program has generated support from the SF Foundation, Wallace Alexander Gerbode Fund and has almost tripled its CAC Organizational Grant award. The number of requests for exhibition of work has doubled from five last year to ten.

The Hospitality House's Community Arts Program has now established an art rental program where 60% of the rental proceeds go to the artist, while the remaining 40% goes to purchase of more materials and supplies.

Tanenbaum added that efforts are now being made to work with the Southeast Asian Refugee Women's Program to develop children's after-school arts programs.

Ruth Morgan, of Programs for People, gave a summary of the history of NAP support for ex-offenders through the Sheriff's Department. The main intent of this program is to help "transitionalize" ex-offenders on their release from jail so that they can be positively involved with society. Currently, NAP is supporting poet Gloria Frym and quiltmaker Nan Katz in developing respectively and anthology of collected poems to be performed at the Intersection for the Arts later this year, and a quiltmaking workshop that will take place at the Western Addition Cultural Center with ex-offenders and neighborhood residents.

Next year's re-entry program will focus on theater, with playwright Michelle Linfrante teaching both in the county jail and at Work Furlough, and John Bergman of Geese Theater, who has gained national recognition in his work with ex-offenders and whose teaching deals with the theme, "Rehearsing for Life".

NAP GRANTS FOR THE ARTS APPLICATION 1988-89

Theilen distributed copies of the proposed budget request for NAP Hotel Tax Funding for 1988-89. The request totals $127,000, and will support projects in the communities, cultural center contractual costs, and Chinatown NAP.

Commissioner Rodriguez asked first about the status of the seating and carpeting for the Mission Cultural Center. Theilen reported that the funding is in the Bureau of Architecture and that the wait is now for a plan to come from the Mission on the seating configuration.

Commissioner Rodriguez made the recommendation: "That NAP request the amount of $127,000 from the Grants for the Arts (formerly Hotel Tax Fund) for 1988-89, for projects in the community, cultural center contractual costs and Chinatown NAP". The recommendation was seconded by LaRocca and Eichelbaum. MOTION CARRIED.

meeting adjourned 5:30pm

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THE ARTS COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

NAP COMMITTEE MEETING 3/18/88

COMMISSIONERS PRESENT: LaRocca, Paterson, Eichelbaum
ARTS COMMISSION STAFF: Theilen, Bongolan, Isaacs, Rumsey
GUESTS: Jeannie Bogardus - Friends of the Arts Commission

I. BAYVIEW OPERA HOUSE MANAGEMENT

Theilen reported on her recent meeting with Friends of the Arts Commission Director Jeannie Bogardus and Bayview Opera House director Richard Partee to review and develop operations plans for the Bayview Opera House from March to June of FY 1987-88 and July to October of 1988-89. The overall impact of this operations plan was to establish programs and make sure staff was in place at this center.

Jeannie Bogardus reported on F o A's role as fiscal agent for Bayview, and gave an account of its current fiscal status. She reported that it currently has an allotment from Grants for the Arts of $46,000 for the year, though, to date, it has not spent enough for reimbursement. She added that currently, Bayview has $4,000 in its account, however, funds must be spent in order to meet reimbursement requirements of the Grants for the Arts. Bogardus proposed that Bayview apply for a loan from the Arts Loan Fund to alleviate this cash flow situation.

It was discussed that a monthly cash flow projection report needs to be developed so that Bogardus can approach the Arts Loan Fund for the appropriate loan amount. Theilen stated that the NAP office will follow through on this request.

II. CULTURAL CENTER MAINTENANCE PROPOSAL

Claire Isaacs reported on the origins for her proposal to the Commission at its March meeting to turn over the responsibility of coordinating cultural center maintenance to the Department of Public Works. This proposal was made at a meeting with Supervisor Gonzales, Norman Karasick of the Bureau of Architecture, (who was sent to represent Dick Evans of DPW), Russ Able, Dennis Rumsey and Com. Rockrise in late February. Isaacs reported that at the meeting, it was requested of Karasick to check into the ramifications of this proposal with the City Attorney's Office. Isaacs asked that staff give their input at this meeting.

Theilen questioned the need for this proposal at this time, stating that it may be premature for both the cultural centers and DPW. She added further that the centers have part-time staff some of whom are under-trained in building and building equipment maintenance and repair. She added that the liability to the city could be compromised through this arrangement, questioning how will the city's interests be protected when non-city personnel will be requesting and directing DPW staff to do repair projects. She added further that there is no insurance at 3 of the cultural centers, which has already increased the city's risk. She added that DPW is working on a maintenance program for the cultural centers as well as for the entire city, and to change the process now would be premature enough to disrupt the implementation of this new process with the centers.

Commissioners agreed that the issue was at an impasse and further discussion was necessary. Isaacs requested that staff develop a written report on the possible impact and reasoning behind their objections to the new proposal. It was agreed that the report would be ready by March 28th.

III. MOU COMPLIANCE ISSUES - MISSION CULTURAL CENTER

Theilen reported on the current status of completing MCC's compliance attach-

ments, and the bi-weekly meetings with MCC's Director. She stated that at the present time, with some of the compliance issues not completed, that the current MCC MOU needs to be extended again until June 30, 1988.

Commissioners asked questions about the MCC's current status - discussion included the need for MCC to complete its insurance payment responsibilities (including a $5,000 bill with no clear idea of what period of time this amount covers).

It was recommended that a letter is needed from FMCC that shows agreement with the need to extend its current MOU for another three months.

Commission Paterson stated the motion, "That with a letter from FMCC agreeing to the extension, that the Commission extend FMCC's current MOU until June 30, 1988." MOTION CARRIED.

IV. GUIDELINES FOR CULTURAL CENTER APPLICATION TO ARTS COMMISSION'S PUBLIC ARTS FUND

Theilen distributed copies of the first draft of guidelines for cultural center application to the PAF. Isaacs asked why the guidelines did not include requests for programming. Theilen explained that it was asked by Commissioner Swig to develop only guidelines for facilities requests.

It was recommended that a third category under "requests" be added to include programming. Isaacs added that the PAF may be needed for Arts Commission operations given the current city deficit.

Theilen recommended that the next draft of the guidelines, given the time needed and complexity of the issues, will be prepared for the May meeting of the NAP Committee.

V. BUDGET RECOMMENDATIONS - CAPITAL IMPROVEMENT 1988/89: PRIORITY LIST

Theilen distributed the list of Arts Commission priorities for capital improvement funding for 1988-89. This list will be given to Calvin Malone of City Planning for submission to the Mayor as part of the city's overall capital improvement program. The list of priorities is summarized as follows:

1) Cultural Center Maintenance
2) Monument Rehabilitation
3) Special Maintenance Projects - Cultural Centers
4) Renovation Work: Mission, South of Market, Western Addition CC's.

Theilen clarified that the budget amounts on the recommendation list are from the Department of City Planning.

Commission LaRocca made the recommendation, " That the recommended priorities for the Arts Commission's Capital Improvement Budget for 1988-89 be approved and sent to the Dept. of City Planning." MOTION CARRIED.

VI. NAP GENERAL FUND IMPACT REPORT

Theilen distributed copies of NAP's report requested by Arts Commission administrstion showing statistical and other comparison data regarding the impact of Ad Valorem funding on NAP since 1978.

Theilen outlined that this report shows a 10-year progression of Ad Valorem funding, number of NAP staff, number of communities served, match funding from other sources, and demographics of communities served.

Meeting adjourned 6:05pm

NEIGHBORHOOD ARTS PROGRAM - General Fund Impact Report 1978-1988

	78-79	79-80	80-81	81-82	82-83	83-84	84-85	85-86	86-87	87-88	
# of NAP Staff	28	15	12	10	4	2	2	2	2	2	
# of Neighborhoods/Organizations Servd.	42	30	22	14	4	5	7	8	9	11	*1
Audience/Participants Demographics (age, ethnic gr.)	500,000 A2-30% A3-35% A4-35% E1-15% E2-30% E3-25% E4-30%	510,000 A2- 15% A3- 30% A4- 55% E1- 14% E2- 26% E3- 32% E4- 28%	500,000 A2-12% A3-28% A4-60% E1-15% E2-20% E3-45% E4-20%	420,000 A2-15% A3-15% A4-70% E1-10% E2-25% E3-40% E4-25%	350,000 A2-15% A3-15% A4-70% E1-15% E2-20% E3-40% E4-25%	360,000 A2-15% A3-20% A4-65% E1-10% E2-25% E3-35% E4-30%	385,000 A2-10% A3-25% A4-65% E1-15% E2-25% E3-30% E3-30%	380,000 A2-10% A3-20% A4-70% E1-15% E2-27% E3-33% E4-25%	390,000 A2-10% A3-35% A4-55% E1-15% E2-28% E3-25% E4-32%	400,000 A2-11% A3-35% A4-54% E1-18% E2-28% E3-22% E4-25%	*2
General Fund Support	159K	135K	100K	71.1K	81.5K	54.8K	64.5K	71.4K	77.4K	80.9K	*3
Hotel Tax Support	115.K	160.K	189.K	225.K	250.K	48.K	58.K	75.K	92.5K	112.5	*4
National Endowment for the Arts	60.K	60.K	53.5K	55.K	58.K	75.K	-0-	-0-	-0-	-0-	*4
Cal. Arts Council	20.K	17.5K	32.K	28.K	20.K	-0-	-0-	-0-	-0-	-0-	*4
Foundation and Corporate Support	39.K	42.6K	18.6K	75.K	68.K	-0-	-0-	-0-	-0-	-0-	*4
Arts Com. PAF (To cultural centers and NAP projects)	-	-	-	10.K	10.K	20.K	26.K	36.K	26.K	36.K	*5

*1 NEIGHBORHOODS SERVED (current)

NAP services to the community including cultural centers facilities renovation and maintenance, technical assistance to administrative and program planning for centers and other non-profit arts organizations. The Allocation provided by the Grants for the Arts (formerly Hotel Tax Fund) is directly managed by the boards of directors of the cultural centers. The centers are: Bayview Opera House, Mission Cultural Center, South of Market Cultural Center, Western Addition Cultural Center.

Chinatown Neighborhood Arts Program, sharing a space with the Chinese Culture Foundation, located at 750 Kearny Street. The leased space understanding will terminate in 1990. Assistance from NAP is given to a community advisory board in program planning and oversseings of events and workshops, through an administrative position paid by NAP (Funding allocation: Grants for the Arts 1987-88 - $30,000). Funds raised through events, fundraisers and donations, $5,000.

Neighborhood Projects in Community Sites , where organizations receive funds from NAP's Grants for the Arts allocation. Technical assistance is given for administration of the programs

NAP funding makes possible:

1. A match to the California Arts Council for an artist-in-residence's partial salary and supplies.

2. To stimulate funding support from foundations and corporations.

3. To encourage local businesses and individual support.

4. To exhibit and produce performing arts events.

C) Community Organizations Served — Funding Support 1987-88

Visitacion Valley Community Center	$12,000.
Tenderloin Hospitality House	$12,000.
Potrero Hill Neighborhood House	$7,000.
Sunset District S.P.E.A.K.S.	$2,000.
Richmond District Community Center	$2,000.

D) Sheriff's Department Re-Entry Arts Program funding that is received in used for artists-in residence for exhibits and events:

Re-Entry Arts Projects (Funded by NAP)	Funding Support 1987-88
Galeria de la Raza (travelling exhibit)	
Intersection (Poetry reading)	
Western Addition Cultural Center (theater perfs.)	$12,000.
Mission Cultural Center (graphics and publicity)	

The NAP funding received by the above-named organizations is matched by foundations and private donations. These organizations also coordinate fundraisers, such as artist auctions and community fundraisers to match NAP support.

'2 KEY TO DEMOGRAPHICS CODE (NAP Audiences/Participants served)

AGE	ETHNICITY
1 - Pre-school (3-5yrs.)	E1 - Asian/Pacific Islander
2 - Youth (6 - 10yrs.)	E2 - Black
3 - Adolescents (11-18 yrs.)	E3 - Caucasian
4 - Adults (19-55yrs.)	E4 - Hispanic
5 - Seniors (55+yrs.)	E5 - Native American

3 GENERAL FUND SUPPORT - NAP

rom 1978, following the Proposition 13 passage, the Neighborhood Arts Program's General und support diminished and, it was apparent that the funding which was historically for art-time unclassified positions, could not be the funding base for permanent positions nder Civil Service, as was mandated.

Grants for the Arts funds gradually became the program funding for the NAP. The two po-itions that are presently working are permanent, one without benefits. The General Fund upport also includes $10,164 for office support and $1,000 for neighborhood projects.

*4 In 1983, the Neighborhood Arts Program, with the cooperation of the Grants for the Arts CAO's Office transferred the allocation, or financial support ($250,000) to the cultural centers. NAP was also working under a deadline by the unions and the Civil Service to create classifications for the previously unclassified positions (NAP Director and Assistant Director).

This transfer of funds allowed the cultural centers' administration and boards to hire or dismiss their own staff and be responsible for some of the facilities upkeep and programming. The Arts Commission/NAP entered into a Memorandum of Understanding that defined the cultural centers' board responsibilities for program staffing and fundraising. The AC/NAP also clarified its responsibilities as facilities managers for maintenance and renovation. The Cultural Center boards and staff have been encouraged to set up fees and donations systems, and are fiscally responsible for all funds that are raised and received for their facilities and services.

In Fiscal Year 1983-84, the Neighborhood Arts Program offered not to seek funding from state and federal sources. and ceased to apply to foundations so that the cultural centers could have the option to apply directly. Foundations and corporations that had supported NAP from 1967 to 1983 are:

SF Foundation
Levi-Strauss Foundation
Crown Zellerbach
Louis Lurie Fund
W.A. Gerbode Foundation
Bothin Helping Fund
Chevron USA
Fleishacker Foundation
Columbia Foundation
Evelyn and Walter Haas Fund
Transamerica
American Express
Koret Foundation
Bank of America
Pacific Gas and Electric
Redwood Bank
Zellerbach Estate
Don Richard Steven
David Devine
William Graham
Swig Trust Fund
Rosenberg Foundation

#5 Arts Commission Public Arts Fund

A) The Cultural Centers are given facilities and administrative support (approximately $20,000 or $5,000 each yearly).
B) The community receives grants to create specific neighborhood projects. The organizations then are able to use the support to demonstrate to the foundation, local businesses and constituency a commitment to neighborhood concerns, and, through the activities that are created, they can, in turnm solicit the participation of local artists, youth, and the general public.

Projects Funded 87-88	PAF Allocation 87-88
Visitacion Valley Arts Festival	$3,000.
Tenderloin Arts Festival	$3,000.
Chinatown Arts Festival	$2,000.
Richmond District Festival	$2,000.
Sunset District Festival	$2,000.

C) The Neighborhood Arts Program also solicits funding from the Arts Commission Public Arts Fund for the past and present projects:

1) Yearly publication of the California Arts Council Artist-in-Residence schedule of workshops (distributed free to the public).
2) To publish "Sources and Resources for the Visual ARtist" - A uidebook for alternative

galleries anf technical assistance to artists.

3) To publish a comprehensive guide for after-school arts programs for children.

4) To provide assistance to a youth arts festival

5) To provide artist demonstrations for the Children's Multicultural Museum.

6) To provide scholarship assistance and art supplies for workshops in the Richmond District

7) To support a consultant for survey of current arts apprenticeships for young people in the non-profit sector. Future support from the PAF will be sought by the NAP for this project a publication which provides information on what is available for job placement as well as promoting student apprenticeship in the arts.

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THE ARTS
COMMISSION
OF SAN FRANCISCO

Neighborhood Arts Program

MINUTES: NAP COMMITTEE MEETING 7/21/88

COMMISSIONERS PRESENT: Eichelbaum, LaRocca
ARTS COMMISSION STAFF: Theilen, Bongolan
CULTURAL CENTER STAFF: Byrd, Gutierrez, Kjorvestad, Reid

FACILITIES MAINTENANCE: Bongolan reported on the current status of maintenance and repair projects for the cultural centers from unused funds re-allocated from completed repair projects. As of this date, the repair jobs completed are: 1) repair of WACC's mechanical garage door; 2) installation of Bayview Opera House's interior lights; 3) installation of Bayview Opera House's exterior lights; 4) partial installation of SOMAR's heating system.

What remains to be done are: 1) construction of SOMAR Gallery inset door; 2) report on 1986-87 installation of the 3rd floor heating system; 3) repair of shower at SOMAR; 4) floor repair completion at Mission Cultural Center.

RENOVATION: Theilen reported on the budget for renovation for 1988-89. What has been finalized is funding for MCC's renovation Phase III in the amount of $297,000. which will cover elevator construction and electrical installation. The capital improvement project for this year is for the Mission Cultural Center freight elevator repair.

CULTURAL CENTER PROGRAM REPORTS: SOMAR Director James Kjorvestad reported on recent gallery exhibits and special shows. A special reception and one-day exhibition of Cambodian masks made by students of CAC Artist-in-Residence Mark Knego took place on June 30th, followed by a larger group show of student mask-making work at the SOMAR Gallery July 6-16, entitled "Mask-Making As Art". A second exhibit co-sponsored with Creativity Explored, an arts program for the physically and mentally challenged community, took place at the Academy of Art student gallery (July 5-22), entitled "Giant Steps".

Kjorvestad distributed copies of the IMAGE magazine feature page which pictured the Harvey Milk mural (June 26, 1988), Kjorvestad also reported SOMAR's current space usage is limited, but that planning for space use will be clarified in the next few months.

Western Addition Cultural Center Director Charles Byrd reported on WACC's first Juneteenth festival outdoors in front of the center on Fulton Street, Saturday, June 18th, adding that the media support for this event was good, particularly from the Sun Reporter, which promoted the event weeks before. The press coverage helped in improving the image problem of the center. The entire Juneteenth Festival ran for 7 days, starting June 13 and running to June 19th.

Byrd also reported on the center's Third Annual"Reggae Explosion", which will feature as this year's headliner, Sugar Minott. Projected audience attendance for this year's show is at 4500, and the show will again be presented at Pier 3 at Fort Mason.

Byrd reported that in August, Cultural Odyssey has scheduled a series of performances, including a jazz concert by Idris Ackamoor's Contemporary Music Ensemble on August 17, followed by the presentation of "The Legend of Lily Overstreet", August 26-27.

Mission Cultural Center Director Juan Pablo-Gutierrez reported on the election of new board members for the center. The 45 members of the Mission Cultural Center voted in the election.

Gutierrez outlined the contents of MCC's Annual Report which showed the goals per each department, including the gallery, graphics, and education departments.

The Galeria Museo will open with an exhibition travelling from the Mexico City Museum of Modern Art, of the work of Manuelo Guerra. Gutierrez reported that the copies of the list of new board members will be sent with copies of the annual reports to the Commissioners, and of the current class schedule, which includes 38 classes covering all disciplines. A class in spray can art has been included through a grant from the McKesson Foundation, and has received the endorsement of education Superintendent Ramon Cortines and Mayor Agnos.

Theilen expressed concern about the toxic substances in the spray paint propellants affecting class participants.

Bayview Opera House's new Director, Gail Reid reported on the summer musical theater and dance workshops being taught by Judith Holten, with participants from local children's centers and neighborhood families. She added that she has begun a research survey in the community on the types of programs they want to see at the Bayview Opera House. Ongoing rehearsals are taking place at the center with both a senior and a youth choir, and a local theater group.

The American Friends Service was part of a special event at the center's courtyard, where Reid also distributed copies of the audience survey. AFS has expressed an interest in staying involved with the center, and a quarterly program is being discussed.

Reid found from preliminary survey results that an ongoing talent show with local talent highlighted be initiated as part of the center's regular programming.

GOALS AND OBJECTIVES: CULTURAL CENTER FUNDING FROM THE ARTS COMMISSION'S PUBLIC ARTS FUND: Theilen distributed copies of the proposed goals and objectives for Public Arts Fund money for the cultural centers. The goals were delineated into 3 categories, and the document will serve as a framework for cultural center funding proposals with specific projects for facilities only.

NAP AD VALOREM FUNDING ($1000) - CRITERIA FOR COMMUNITY PROJECTS: Theilen distributed copies of the criteria for NAP Ad Valorem support ($1,000 per year) to community-based art programs city-wide. After review by Commissioners, it was recommended that the criteria be approved by the NAP Committee and forwarded onto the consent calendar for full Arts Commission approval.

meeting adjourned 5:45pm

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THE ARTS
COMMISSION
OF SAN FRANCISCO

Neighborhood Arts Program

MINUTES - NAP COMMITTEE MEETING 8/18/88

The regular monthly meeting with representatives of all four cultural center was changed to deal specifically with the renovation of the South of Market Cultural Center. The September meeting of the NAP Committee will follow its regular agenda with issues pertaining to all four centers.

COMMISSIONERS PRESENT: Paterson, Eichelbaum
ARTS COMMISSION STAFF: Theilen, Bongolan
CULTURAL CENTER STAFF/BOARD: James Kjorvestad, Ernie Rivera, James Weeks, Ellen Holmes-Henry, Armagh Cassil, Pamela Minor, Carlos Loarca, Isabel Ugat-FSSA Board member, Michael Willits - FSSA Board member.
GUESTS: Russ Abel - Bureau of Architecture, Adolph Rosekrans - project architect(Rosekrans and Associates).

REVIEW OF PRESENT AND FUTURE PROGRAM PLANS - SOUTH OF MARKET CULTURAL CENTER RENOVATION

Adolph Rosekrans presented the drawings of SOMAR's Phase II renovation plan, which were developed after meeting with building staff and board members, and with the city's Building Department to review code restrictions. In general, the main design problem was in the building's mixed use: warehouse and public assembly areas (gallery and theater spaces), and the building's size, which is much larger than is legal for the type of construction which the building will need to undergo and complete the programming spaces.

The building is to be divided into two sections with a three-hour separation wall, dividing the warehouse function from the theater/gallery space. The theater will seat 156 people with an entrance from the outside courtyard. The building's front entry will be reworked to allow for handicapped access to the first and second floors. The elevator will be reconstructed for access to the second floor level. The building will require stairs at the main entrance.

The building's current exterior wall structure meets no building code, and must be reconstructed with one-hour walls throughout the entire building. Access to program areas, such as the Kearny Street Workshop and other spaces will require that a corridor be built with two exits for public access. The Costume Bank will have an entrance through the courtyard area.

Concerns were raised that the propoerty owner/developer of the parking lot adjacent to the center (9th Street side) set back the property line by 15 feet. Kjorvestad stated that the center was ready with a letter to the property owner inquiring about the set back.

Ernie Rivera, Director of Technical Services raised a question about storage of large loads in the proposed ceiling storage area. (5000 lbs. max). Rosekrans stated that the storage area probably could not accomodate that need.

Theilen stated for clarification the the ground floor entrance will have a small area for reception staff for building security purposes.

Russ Abel addressed the issue of budget for Somar's Phase II renovation. It is still unclear as to when more funds for renovation will be made availab this year, given the city's budget crisis. He anticipated the earliest that money can be received for this project is 2 years from now.

Abel also raised the issue of the current use of the building in its current state. Vehicles can be parked within, and limited maintenance on vehicles can be done. However, no welding, open flames of flammable liquids can be allowed because of the new sprinkler system.

Kjorvestad raised a concern about maintaining the needs of the Technical Services program, which differ from the other Support Services. Theilen asked that whatever further chnages are needed on the plan, that they be submitted to the Arts Commission in writing before the next Civic Design Committee meeting in September, and that the board needed to give approval of the plans as presented. Michael Willits endorsed the plan and complimented Rosekrans on having worked out what needed to be solved.

Meeting adjourned 4:15pm

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Neighborhood Arts Program

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NAP COMMITTEE MEETING 9/15/88

COMMISSIONERS PRESENT: Eichelbaum, LaRocca
ARTS COMMISSION STAFF: Theilen , Bongolan
CULTURAL CENTER STAFF: Gutierrez, Kjorvestad, Reid
GUESTS: Maureen Gammon - Larkin Street Youth Center - Youth AIDS Art Project

YOUTH AIDS ART PROJECT: Maureen Gammon, Community Health Outreach Worker from the Larkin Street Youth Center gave a presentation on a proposed youth arts competition for a poster design with a message on AIDS for and from young people. She made a general request to the Committeee and the cultural center representatives for assistance, especially gallery space to exhibit the group of entries, and for the show to travel to various locations throughout the city. It is hoped that the exhibition will educate both youth and the general public. The program directors agreed to contact Gammon individually to provide specific assistance.

DISCUSSION OF PROPOSED NAP COMMITTEE MEETINGS SCHEDULE AND LOCATIONS: Theilen reported that from the last meeting of the NAP Committee that it was recommended by the Committee to have the meetings take place at the cultural centers and other community sites where NAP has programs. The following schedule was proposed for the next four months: October - Bayview; 2) November - Mission; 3) December - Western Addition; 4) January - South of Market.

MAINTENANCE: Bongolan requested that the cultural center directors call in the total number of fire extinguishers at each of their buildings. NAP is currently working with the city-contracted fire extinguisher service company to re-charge all of the centers' extinguishers.

RENOVATION: Theilen reported briefly on the August meeting at the South of Market CUltural Center, when the building's renovation plan was discussed and reviewed. The plan will not be finalized until it is reviewed and approved by Building Inspector Young. Mission Cultural Center's funding for renovation is now approved at $297,000 for lights, electrical installation, and elevator installation.

The $55,000 for deferred maintenance of all four centers has been approved. as well as the $15,000 for Mission Cultural Center freight elevator repair.

Kjorvestad questioned who was representing the cultural center at the meeting with the bui-ding inspector. Theilen re-assured that NAP would represent the center's needs at the meeting.

PROGRAM DIRECTORS' REPORT:

SOMAR
James Kjorvestad added to the center's renovation report stating that the center is awaiting authorization from the city's Water Department to get water in the cneter's fire sprinklering system. The water's access into the system will complete the fire sprinklering, which needs to then be hooked into the building fire alarm and security system. DPW-Bureau of Building Repair have been working to re-install the wiring to the center's heater.

SOMAR Gallery Space will be exhibiting the work of Alfred J. Quieros starting September 24, and running through October. The gallery just completed an exhibition of work by Kare Andersen (August 22-31).

SOMAR's two California Arts Council Artists-in-Residence, Mark Knego and Mary Grauberger have been awarded their second residency grants for 1988-89. Kjorvestad added that the 1988 mural projects have begun this month, funded through ght Office of Community Development.

Bayview Opera House

Center Director Gail Reid reported that the Bayview Opera House has been active with scheduled events and that the community has been more involved with the center. Reid distributed photographs documenting the recent after-school clean-up and landscaping project.

The SF Mime Troupe will be performing its production of "Ripped Van Winkle" outdoors at the center on September 24.

Reid also reported on the progress of the center's centennial celebration. A Centennial staff has been hired to help with planning special and ongoing programs for a after the centennial celebration.

Reid also reported that she is proceeding with getting board members, including the head of the local chapter of the Urban League, Director of Family Services, and accountant, and community leaders from the neighborhood. There are now six active board members, and the board will conduct its first meeting to include the Centennial Committee, which has already been meeting and who will become Advisory to the board. Events for the Centennial will begin in October and run through December.

Mission Cultural Center

Director Juan-Pablo Gutierrez reported on the upcoming opening of the Huelguer show (reception September 16) co-sponsored by the Mexican Consulate of SF. He added that Mission Grafica artist Rene Castro was asked to do a guest lecture and class at a university in El Salvador. The center is also planning a Day of the Dead poster competition with the winning poster artist awarded two round-trip tickets to Mexico.

Gutierrez reported that the Friends of Mission Cultural Center met on September 3 to approve the center's development plan, and have agreed on the center's new operating budget.

The center is continuing is class schedule of 42 classes and is developing a major exhibition in conjunction with the upcoming Mayan exhibit at the De Young Museum.

VISITORS AND CONVENTION BUREAU SEMINAR: Theilen distributed copies of a flye dvertising a seminar on marketing the arts and culture, coordinated by the Visitors and Convention Bureau and SF Grants for the Arts. She encouraged the rogram Directors to attend this one-day event.

ISSION CULTURAL CENTER MEMORANDUM OF UNDERSTANDING: Theilen reported that he latest extension for MCC's MOU ends September 30, 1988. She stated the bi est difficulty is in the center's insurance. Other compliance issues still eeding completion are the center's residency policies, public access plan/ uilding orientation and equipment inventory. Gutierrex responded that he con acted four different brokers for bids on insurance coverage and has had at his date, no return. Theilen recommended that a meeting be held with staff o complete the compliance issues as soon as possible., and asked that the AP Committee members make a resolution extending the MOU another 30 days. ommissioner Eichelbaum stated the motion: " The NAP Committee recommends ex ension of the FMCC - MOU for 30 days, to expire 10/31/88, to complete com- iance issues." Seconded by LaRocca. MOTION CARRIED.

eting adjourned 5:45pm

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THE ARTS
COMMISSION OF SAN FRANCISCO

Neighborhood Arts Program

MINUTES - NAP COMMITTEE MEETING 12/15/88

COMMISSIONERS PRESENT: Paterson, LaRocca, Eichelbaum
ARTS COMMISSION STAFF: Theilen, Bongolan
CULTURAL CENTER STAFF: Byrd, Reid, Kjorvestad - absent (excused), Gutierrez - absent

FACILTIIES MAINTENANCE: The list of cultural center repair needs has been submitted, and a meeting was held 12/7/88 with DPW-BBR staff to review it. A second meeting is scheduled for March of 1989 to update and check off completed items.

Bongolan reminded program directors present to call in whenever DPW appears to make repairs and when they complete the jobs. In this way, a better tracking system can be developed for jobs completed and maintenance funds expended. DPW has also improved its monthly reporting of funds expended from the deferred maintenance budget.

FACILITIES RENOVATION: Theilen reported that NAP is waiting on the bidding process to begin for Phase III at Mission Cultural Center. This renovation phase will cover electrical improvement and completion of construction of the center's passenger elevator. Theilen also reported on the bidding process for MCC's freight elevator and the difficulty of keeping to the $15,000 budget for this item.

An estimate is now being done with the Bureau of Engineering for the upgrading of the center's heating system.

PROGRAM DIRECTOR REPORTS: Gail Reid reported on the problem the center is having with its roof, and that some work has begun on repairing the building's heater. She also reported that the $18,000 awarded by the Mayor's Office of Housing and Community Development will go to repair of the center's bathrooms and windows. The money will be made available in late January of 1989.

The Sun Ra Orchestra Benefit Concert was successful for the center and Sun Ra will be in contact as a consultant for the proposed construction of the center's recording studio. The Senior Community Choir's 10th Anniversary Concert at the center drew in new audiences, while the Nuba Dance Theater, who recently performed at the Atlanta Black Arts Festival, got a rousing reception at their recent performance at BVOH.

The Zellerbach Family Fund and the Columbia Foundation has agreed to give support to CAC Artist-in-Residence David Major for his youth photography workshop, and for a travelling exhibition of the student work. The funds were awarded to Youth Power, Inc., the artist's sponsor.

Western Addition Cultural Center director Charles Byrd reported that the center's parking lot gate needed repair, and that towing of abandoned vehicles has begun. Byrd also reported on the project work being done by the Recreation and Parks Department for the reconstruction of the Buchanan Street mall area. In consulting with the Rec. and Park staff, he pointed out that the center's parking lot fence, which is adjacent to the mall, was in constant need of repair. Bonnie Eng, from the Bureau of Architecture, is the project architect, and reported that there is a contingency fund of roughly 10% of the entire project budget, which could be targeted for this need. At present, the fence is not part of any of WACC's renovation plans.

Theilen responded that she would further investigate this. Commissioner La Rocca stated that when this project comes before Civic Design for review, that he will mention the need for the fence repair.

WACC's programming included a talent showcase by United Project, coordinated by Jim Larkin, "Vignettes in Black" produced by the International Black Writer's and Artists League, "Art From Jail", the 3rd annual exhibit from the SF Sheriff's Department, two Kwanzaa celebrations, the first- by BES Children's Educational Theater, and the latter by Wajumbe Cultural Institute.

The center will inaugurate its first guest curated show at Sargent Johnson Gallery with the premiere of its first gallery newsletter. The exhibit will be the work of emerging artist Fred Hayes, guest-curated by Horace Washington. The newsletter, tentatively called "Black Canvas", is slated to appear January 17th. The gallery projects are funded in part by the National Endowment for the Arts - Expansion Arts Program.

Theilen reported that the Term Purchase Agreement is being processed for $2,000 for Sinclair Paints, to be divided equally among the centers. The Purchase Agreement is expected to go through at the end of December.

MOU MEETING: NAP staff met with board members and the program director of' the Mission Cultural Center on compliance issues. We now have a list of items received that have been completed, and will meet again on 12/16/88. At the last meeting with MCC, it was reported that the esimate for MCC program insurance was at $11,500. Final negotations are underway. At the requests of both the City Risk Manager and City Attorney, these must be great care taken now in terms of MOU compliance and risk prevention to protect the city from liability.

As for WACC, an agreement must be reached on Risk Prevention Policies. Com. Paterson asked about the status of SOMAR's MOU. Theilen responded that it will also go under review.

Meeting adjourned: 4:55pm

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